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~~C-O-N-F-I-D-E-N-T-I-A-L~~

CORRESPONDENCE HANDBOOK

August 1963

Revised



25X1

~~C-O-N-F-I-D-E-N-T-I-A-L~~

15

4487:
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These are
not
considered
reported
reconsidered
as, but, certainly
not regular
F. M. 1950

K211a - C

58

61

6

86

Index

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in a group of
all numbers of
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all numbers of

Fig. 1.

131

iii

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RECORDS AND CORRESPONDENCE

HHB 70-3

FOREWORD

Rescission: HB 42-100-1

← This handbook is prepared for use by secretaries, stenographers, and typists to speed up the preparation and handling of correspondence, and will be used as a training guide for new personnel.

← Adherence to the standard format and uniform appearance prescribed herein will increase correspondence efficiency. Where special types of ~~Communication~~ are required, special instructions will govern their preparation.

All personnel who prepare or process correspondence will find some portion of the handbook of interest. Writers also may find some chapters helpful.

The handbook is unclassified.

DISTRIBUTION: AB

CHAPTER I: INTRODUCTION

Common
Foreign

1. This Handbook is prepared for use by secretaries, stenographers, and typists to speed up the preparation and handling of correspondence, ^{Writers and} reviewers of correspondence may also find portions of the Handbook helpful, in the preparation of correspondence. The Handbook is unclassified, and it may also be used as a training guide for new personnel.

1.2. The Handbook

- provides standard practices and procedures for preparing letters, memorandums, reports, minutes, and agenda.
- describes forms used for assembling and forwarding correspondence.
- lists the types of stationery and envelopes available.
- ^{presented} outlines the ^{of correspondence} basic number and types of copies to be used in preparing correspondence.
- contains a section on forms of address and salutations.
- discusses the top secret procedure as it relates to correspondence.
- includes examples and exhibits within each section to illustrate the procedures described.
- covers review, approval, and concurrence ^{procedure for} features in the handling of correspondence.

A change to the modified block style is introduced in this Handbook. Its adoption for all letters and memorandums, except for letters prepared for the signature of the DCI and the DDCI, will establish a uniform style and appearance for Agency correspondence. By following these uniform practices it is possible to eliminate confusion and to speed up the flow of correspondence.

Revised:

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include star
 2. An additional section on punctuation, capitalization, abbreviations, and division of words will be issued as a supplemental to this Handbook ~~in an~~ effort to make it a more complete reference and guide ~~for its users.~~

7. The Handbook is in loose-leaf form to allow for insertions, changes, or supplemental instructions ^{for particular Agency components,} developed at the office levels. The user is cautioned, however, that the insertion of classified instructions by ~~oper-~~ ^{personnel} ~~ating personnel~~ will automatically ^{require that} ~~classify~~ the Handbook ~~be classified,~~

3-4 Revised.

3/17/64

T T said put in
 Correspondence Handbook
 standard abbreviations
 for Agency offices.

EC-DDS

When to use slashes
 If put in the HB, the HB will have to be
 classified -

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XERO
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XERO
COPY

RECORDS AND CORRESPONDENCE HANDBOOK

H HB 70-3
1963

~~PREPARATION OF CORRESPONDENCE~~

CHAPTER II: LETTERS

5. A. USE

Letters are used for correspondence with ^{persons} addressees outside the Government and for formal correspondence with ^{outside CIA.} (officials of Government Agencies). The letter format ^{shall} will be used for correspondence addressed to:

Changes to include Congress

Members of Congress

The Executive Office of the President

Other Government agencies or their officials, except where informality is appropriate

Private individuals and organizations

5. B. STATIONERY

Agency ^{letters are} correspondence is prepared on letterhead or plain bond paper.

Three types of letterhead are available:

- CIA letterhead used for ^{letters} correspondence sent outside the agency, except as ^{provided in subparagraphs} b and c below.
- CIA letterhead (Office of the Director) for correspondence requiring ^{letters} the signature of DCI or the Executive Director - Comptroller.
- CIA letterhead (Office of the Deputy Director) for ^{letters} correspondence requiring signature of DCI.

For carbon copies, the following are available:

Letterhead tissues to correspond with the above for courtesy copies.

Plain letterex tissues for extra copies.

Yellow letterex tissue for ^{the} official copy.

Pink, blue, and green letterex tissues for special file copies.

Handwritten notes and stamps in the bottom right corner, including a circular stamp with the text "RECEIVED" and "OFFICE OF THE DIRECTOR".

XERO COPY

XERO COPY

XERO COPY

6 #. NUMBER OF COPIES

Prepare a courtesy copy for Members of Congress, members of the Supreme Court, ^{and senior} top officials at the White House, and for any addressee who has indicated a need for a copy.

Make copies ~~as follows~~ ^{as follows}:

1 letterhead tissue ^{for} courtesy copy ^{if necessary}
(or more)? (s) (c. ties)

1 white tissue ^{for} information copy ^{if necessary}

1 yellow tissue ^{for} official file copy

1 white tissue ^{for} for signing official if official file copy ^{is} to be retained elsewhere

2 white tissues ^{if} if signing official is ^{the} DCI or his deputies a Deputy Director

1 white tissue ^{if} if additional copies ^{are} needed

*cf. page 87-
"return copy"
"sell backoff"*

*What about
pink tissue?
see page 87*

7 #. MARGINS

The finished letter should have a well-balanced appearance. Allow at least ^{one} $\frac{1}{2}$ inch* for the left and right margins, and for the margin at the bottom of the page.

GUIDE FOR SIDE MARGINS

Letter Length	Side Margins	Space for Text
SHORT, up to 10 lines	$1\frac{1}{2}$ to 2 inches (18 to 24 spaces)	5 to 4 inches (60 to 48 spaces)
MEDIUM, 10 to 20 lines	1 to $1\frac{1}{2}$ inches (12 to 18 spaces)	6 to 5 inches (72 to 60 spaces)
LONG, ^{or more} 20 lines and up	1 inch (12 spaces)	6 inches (72 spaces)

* 1 inch equals 12 spaces in elite type ^{and 10 spaces in pica type?}

*Mat
App. 801*

*check
this table
with need
revising*

*check and
revising
2/2/50*

98. REFERENCE LINES

177. MAILING INSTRUCTIONS
SPECIAL POSTAL SERVICE

Approved For Release 2007/03/01 : CIA-RDP74-00005R000200150001-6

11 §. ADDRESS

Type the address at the left margin, 14 lines ^{below} from the top of the page. ? of page 17

See ^{Paragraph 3 (page 13)} section on Forms of Address for proper titles, salutations, and complimentary close. Single-space the address and arrange it in block style. ? of page 17

When preparing a letter to be ^{mailed} used in a window envelope, be sure that no information other than the address appears in the window area. No line of an address should be longer than ^{four} inches. When runover lines are required, indent ^{two} 2 spaces from the left margin. Limit the address to ^{five} 5 lines. Example:

Mr. John L. Rover
Chairman, Geological Professional
Association of the United States
151 North Pike Place
Billings, Montana

12 §. ATTENTION LINE

An ^{attention} "Attention" line should be avoided. When it is used, type "Attention:" two lines below the address, flush with the left margin, ^{followed by name of individual} (Fig 5)

13-10. SALUTATION

Place the salutation two lines below the address or attention line, ^{it} it used. Type the salutation flush with the left margin and follow by a colon. The salutation is directed to the addressee of the letter, not to the person named in the "Attention" line.

What about
"Subject:"?
See Fig 5

25X1

6

XERO
COPYXERO
COPYXERO
COPYXI
C

14 11. BODY OF LETTER

meaning? The modified block style is used *for letters.* in preparing correspondence.

a. Begin two lines below the salutation, flush with the left margin. Begin each paragraph flush with the left margin. Single space the body of the letter; double space between paragraphs. Short letters of one paragraph should be double spaced. Do not number paragraphs in a letter.

it is necessary
b. When ~~there is need~~ to break the paragraphs into subparagraphs, they *units* are indented and designated by numbers and letters, as 1, a, (1), (a)(b). Each progressive subdivision of a paragraph is indented an additional four spaces. The second and succeeding lines of *each* paragraph extend from the left to the right margin. (See *figure 10* ~~exhibit-X~~) *?*

c. A short quotation of less than two lines is run into the text and enclosed by quotation marks.

5 lines fig. 3
d. A longer quotation is blocked five spaces from the left and right margins of the text. Quotation marks are omitted.

15 12. SUCCEEDING PAGES

Type the second and succeeding pages on plain paper. Begin about *six* lines from the top. At least two lines of the last paragraph are carried over to the succeeding page. ~~This is done~~ so that the signature will not become separated from the text. The first page is not numbered. Subsequent pages are numbered by centering the number one-half inch from the bottom of the page.

XERO
COPY

XERO
COPY

XERO
COPY

16 13. COMPLIMENTARY CLOSE

Type the complimentary close two lines below the last paragraph, beginning to the right of the center of the page. The complimentary close "Sincerely," ^{shall} will be used on ^{letters} correspondence prepared for the signature of the DCI. ^{in complimentary close} Other forms are listed in the portion of the handbook Forms of ^{paragraphs} address. ^{letter} These may also vary according to the person signing the correspondence.

17 14. SIGNATURE AND TITLE

Type the name of the signer five lines below and center ^{in relation} with respect to the complimentary close. Center the official's title immediately below his name. If a runover line occurs in the title, ^{center it below the first line?} indent the line two spaces. The official's name and title are typed in initial caps only.

Example:

Sincerely yours, (see Para 16)

I. Will Signe
Chief, General Division

18 15. ENCLOSURES

a. If an enclosure is identified in the text, type the word "Enclosure" flush with left margin, two lines below the signer's title. If ^{there is} more than one enclosure, ^{specify the} use plural form and number, e.g., "Enclosures 2."

b. If ^{the} enclosure is not identified in the text, type "Enclosure(s):" flush with ^{the} left margin and two lines below the signer's title. Immediately below, indent two spaces and list each enclosure by title or in as few words as needed to identify the material.

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XERO COPY

XERO COPY

c. When material is to be sent under separate cover, type "Separate cover:" flush with ^{the} left margin, two lines below ^{the} signer's title or any "Enclosure" notation. List the material, even though ^{if it is} identified in the text, and send a copy of the letter with the material.

16. DISTRIBUTION

When copies of a letter are sent to persons other than the addressee, ^{this} indicate by typing "cc:" flush with ^{the} left margin, two lines below the preceding notation. List the names one below the other. The distribution of the original and ~~all~~ ^{other than those listed above} copies is shown separately under the word "Distribution" only on copies retained in the Agency. ^{already stated in previous sentence} Immediately below list

the original and copies. Example:

cc: Director, Bureau of Budget
District Government

~~7-223~~
Distribution: ~~1 - Director, Bureau of the Budget~~
Original and ~~1 - District Government~~
1 - Addressee
1 - DD/S
1 - Registry (with basic)
1 - chrono.

17. IDENTIFICATION OF ORIGINATING OFFICE

The official symbol of the originating office, the initials and last name of the originating officer, the initials of the typist, and the date of preparation will be typed at the left margin two lines below the last typed line. These are typed on the carbons only. They never appear on the original and courtesy copy. Example:

OP/RTB:FMBrown:lmn(date)

21-18. CLASSIFICATION

why be
less specific
here than
on page 22
22 & 25?

group marking,
The classification and any control markings are stamped in accordance with
~~current Agency Security Regulations.~~



25X1

21-19. ASSEMBLING AND FORWARDING CORRESPONDENCE

Chapter 81,
See section entitled Assembling and Forwarding.

23-25. *Received*

XERO
COPY

XERO
COPY

XERO
COPY

(CIA LETTERHEAD)

1 June 1963

In reply refer to:
Mgt - Cor

The Correspondence Management Association
132 Main Street
Boston, Massachusetts *(zip code)*

Attention: Mr. C. W. Letteriter *- avoid*

Gentlemen:

Here is an example of a one-paragraph letter of fewer than 10 lines. Side margins for letters of this length may vary from $1\frac{1}{2}$ inches to 2 inches; hence the writing line may vary from 60 to 48 typing spaces. The body is double spaced. Other parts *of letter* are single spaced, with double spaces between them.

Sincerely yours,

Director, Correspondence
Manual Division

FOIAB3B

Enclosure:

Selected United States Government
Publications, 1959, No. 9

Figure 1:
~~Exhibit 1~~ Double-Spaced Letter

XERO
COPY

XERO
COPY

XERO
COPY

XERO
COPY

(CIA LETTERHEAD)

5 June 1963

*Close up?
of GPO
rule 10.7*

Miss Ura Steno
National Resources Commission
Washington, D.C. 20505

Dear Miss Steno:

This manual is a guide to standard practices in Government correspondence. These practices, assembled by some of Government's best technicians, give Government letters uniform and distinctive character.

The manual is divided into four parts. The first helps you to prepare communications written from person to person. They may be formal letters or informal memorandums. The second part contains information on how to assemble a file and what materials to use for routing correspondence. The third part tells you how to punctuate, to capitalize, and even to write a legal citation. The last part, not so often used as the other parts, guides you in preparing special documents, such as reports, proposed legislation, and materials for the Federal Register. With these four parts, the manual should answer most of your questions about format and style and should enable you to work more easily. *efficiently.*

Please feel free to supplement the manual with specific rules that apply to your job. Keep it on your desk at all times. Use it often. By using it, you may become the working partner of the writer, who depends on you to present his work in an acceptable style. Enjoy the assurance that your work is set up in proper style.

Sincerely yours,

(Miss) Hedda Gruppe
Chief, Employee Relations Division

Figure 2: Single-spaced, One-page Letter

10

Exhibit 2 - Letter Format

XERO
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XERO
COPY

XERO
COPY

XERO
COPY

(CIA LETTERHEAD)

(date when signed)

Handwritten: 1/11/74
Name of Company or Organization
Street Address
City, State, ZIP number

Attention: Name

Gentlemen:

a
This is an example of the letter addressed to a company or an organization for the attention of an individual. If the letter is for the attention of a division or section of the organization, the name of the division or section is written in the place of the individual's name. The attention line is inserted on the second line below the address and two lines above the salutation.

Paragraphs are blocked. They are not numbered as in a memorandum. The first paragraph begins on the second line below the salutation. When there is reason to break the paragraphs into subparagraphs, the units may be indented and numbered.

1. A paragraph is begun near the end of the page only if there is space for two or more lines on that page. A paragraph is continued on the following page only if two or more lines can be carried over to that page. Do not subdivide a word between pages.

2. Each progressive subdivision of a paragraph is indented an additional four spaces. The second and succeeding lines of all paragraphs, except long quoted passages, extend from the left to the right margin.

The complimentary close is usually "Sincerely yours". It begins *to the right* approximately in the center of the page, two lines below the last line of the body of the letter.

centered
The name of the official signing the letter is typed five lines below and centered with relation to the complimentary close. The title and organizational element are centered under the name. If two lines are required for the title, the second line will be centered below the first.

After the original and outgoing copies of a letter are removed from the typewriter, needed information is added to copies remaining in the agency.

Fig. 3: -11-
Exhibit - Two-page letter

13

XERO
COPY

XERO
COPY

XERO
COPY

At the left margin may be a list of "cc" addressees. The last entry, except for a possible postscript, is the identification of the preparing office, the name of the writer, the initials of the typist, and the date of typing. If the letter is rewritten, the same type of information is repeated after the word "Rewritten."

Sincerely yours,

Abel Riter
Director, Management Office

Adm
31

cf par 18b

- 1/ Enclosures 2*
Correspondence Manual
Tips on Typing
- 1/ Separate cover:*
Correspondence Manual--50 copies
- 1/ cc:* J. Jones
D. Smith
R. Roe
- 2/ Distribution:**
Orig. - Addressee
1 - Signer
1 - File (with basic)
1 - For separate cover
x - As required

2/ DDX/MO:ARiter:tuv(1 June 63)**

cf Fig 5

- 1/* Typed on all copies retained in CIA. Typed on the original, the courtesy copy, and external CIA information copies if dictator so desires.
- 2/** Typed only on all copies retained in CIA.

Should be included in g. 4.
19

Exhibit 4
Exhibit 4--Last Page of the File Copy of a Letter

14

XERO COPY

XERO COPY

XERO COPY

OX

(CIA LETTERHEAD)

1 June 1963

14 lines

In reply refer to:
OPD-X-3

AIR MAIL--CERTIFIED

Your reference:
CormAn-A

Friends Secretarial and Correspondence
Training Schools, Incorporated
1112 St. Albans Street
Reading, Pennsylvania

Attention: Mr. J. S. Smith

Gentlemen:

Subject: ^{Figure} Exhibit from Correspondence Manual showing standard format of
Government letters

1 inch → This ^{figure} exhibit shows the layout of a Government letter. No letter is
likely to contain as many parts as are included here. The ^{figure} exhibit is
intended as an all-inclusive format from which parts needed for a parti- ← 1 inch
cular letter are selected.

On all letters, the address begins 14 lines from the top of the page.
With the address so placed, the letter can be sent in a window envelope.
Items that follow the address, including the body of the letter, are
moved up 2 lines each time an unneeded item is omitted.

Sincerely yours,

5 lines

Director, Federal Management
Division

FOIAB3B

Enclosures:

Correspondence Manual
The Seven Keys to Better Faster Typing

Separate cover:

United States Government Printing Office
Style Manual

cc: Training Officer
Public Information Officer

FMD/TR: [] :ded(date)

May not
be needed

On Agency
copies only

1 inch

FOIAB3B

Exhibit 5: Modified Block

XERO
COPY

XERO
COPY

XERO
COPY

Presidential CORRESPONDENCE HANDBOOK

#HB 70-3
1963

Chapter III: MEMORANDUMS

2-16
23 ± USE

Memorandums are used for informal correspondence within and between Federal agencies. The memorandum format ^{shall} be used for corresponding with:

Agency personnel

Other Government agencies (if informality is appropriate)

The President of the United States, ^{except in} certain circumstances, ^{which} may require a letter.

24 2. STATIONERY

a. Use CIA ~~LETTERHEAD~~ for CIA Letterhead (Office of the Director or Deputy Director), stationery when addressing the President of the United States and other Government agencies if correspondence is to be in memorandum form and *Optional Form No. 10 is not used.*

b. Use ~~PLAIN BOND~~ when addressing the Director, Deputy Director of Central Intelligence, Executive Director, ^{- Comptroller} the Deputy Directors, ^{and} of each component, and for multiple addressees.

c. Use ~~OPTIONAL FORM 10, U. S. GOVERNMENT MEMORANDUM~~ internally in CIA, ^(Figure 6) except as in b. ^{other} May also be used for informal correspondence with Federal agencies. *This form*

Is SF 10-64
Office Memorandum
must be
used?
9. Fig. 7

why 6-10-64
not if
handwritten

?

No.
d. Use Form 1132, ~~MEMORANDUM OF CONVERSATION~~, to record conversations with officials outside the Agency whenever the DCI, DDCI, or a Deputy Director is a participant in the conversation is of sufficient importance to be brought to their attention.

See 1132-7
e. Use plain bond for ^aMEMORANDUM FOR THE RECORD to record important conversations, data, or events when use of Form 1132 or ^aother form of record is not appropriate.

Form
f. Use 1831, ~~SPEED LETTER~~ (Figure 12), ^{no-carbon-required} a three-part (NCR) form, for simplified, informal communications within the Agency or to domestic field stations.

25.3. COPIES REQUIRED

Copies should be kept to a minimum. Each addressee should be given a copy. The file copy should be prepared on yellow tissue. Generally, preparation ^{e:} will be:

Original (letterhead, # to addressee, if appropriate):

Letterhead tissue: # courtesy copy, ^{if} necessary

Yellow tissue: # official file copy

White tissues for: # each information addressee, coordinating officer(s), signing officer (two ^{if} signer is DCI or DDCI), ^{copy} any additional copies as necessary for internal distribution

26.4. MARGINS

CIA
When using plain bond or agency letterhead, set the left margin of the text flush with the printed word "Subject." Allow at least one inch for

the margin at the right side and at the bottom of the page. Margins on the succeeding pages ^{shall} ~~will~~ correspond with those of the first page.

Typing ^{shall} ~~will~~ begin ten or twelve lines from the top of the page. When using Optional Form 10, the left margin will be set even with the first word after the printed word "Subject!" (See Exhibit *Figures 6 and 7*)

21 5. DATE

The date line ^{shall} ~~will~~ be left blank when ^a memorandum will be signed in another office or when it will not be signed the day it is typed. *(The memo is dated when it is signed)* If date is *When the* included, ^{place} ~~type~~ it flush with ^{the} right margin about nine lines from the top of the page, *or on Optional Form 10, place it two spaces after printed "Date."* The date may be either typed or stamped. It is expressed in the following sequence: day, month, and year, *e.g.,* 30 June 1963.

76 6. PREPARATION

a. On Optional Form 10, United States Government Memorandum, the "To," "From," "Subject," and "Date" are preprinted. Typing shall begin two spaces after the colon. Example:

TO : Assistant Deputy Director, *for* (General)
THROUGH : The Comptroller
FROM : Chief, Administrative Services
SUBJECT : Revision of Form 123, dated 1 January 1960.

REFERENCE: Memo dated 15 December 1962 from *Personnel Director* to DD/G

b. When using letterhead or plain bond, the date is placed according to the length of the memorandum flush with the right margin, if it is to be entered.

Five spaces below the date line the headings MEMORANDUM FOR, THROUGH (as if appropriate), ATTENTION (as appropriate), SUBJECT, and REFERENCE(S) are typed in caps; [block form] and flush with the left margin. The addressee, the subject line and the reference are typed in lower case, initial caps, and two lines apart. Example:

MEMORANDUM FOR: Deputy Director, ^{for} (General)
THROUGH : (The Comptroller) —
SUBJECT : Change in Payroll Form

c. A memorandum may be prepared for multiple addressees. The use of multiple addressee memoranda ^{such} is encouraged to minimize preparation of individual correspondence ^{memoranda}. The addressees are listed in block form following "MEMORANDUM FOR", or "TO" Example:

MEMORANDUM FOR: (The Comptroller) —
Director of Personnel
Chief, General Services
SUBJECT : Space Allocation

d. If there is not enough space for the names of the addressees, type "See list below" and list the addressees flush with left margin and two spaces below the title of signing official or the enclosures. Example:

I. M. AMANN
Chief, Building Space

Enclosure:

Addressees:

— The Comptroller
(Personnel Director of)
(General Services Officer Chief)

e. If the list of multiple addressees is extensive and space at the end of the ^{memorandum} correspondence is limited, the listing ^{typed} may be made on a separate page, properly identified.

f. The format for the Speed Letter is ^{on Form 1831} preprinted. The contents of this form may be typed or written by hand. It is used for informal, internal correspondence. (See Exhibit Figure 12)

297. BODY OF MEMORANDUM

a. Begin the body of a memorandum four lines below the subject line or reference line. ^{In memorandums other than those to the President,} Paragraphs are numbered and single spaced unless there is only one paragraph. Place numbers flush with ^{the} left margin followed by a period. Indent two spaces and begin typing the text. Memoranda ^{UHS} to the President are never numbered and always double spaced.

b. ^{In} On memoranda ^{UHS} addressed to the DCI, DDCI, or the Deputy Directors, of the Agency Components the opening paragraph shall be worded to clearly indicate ^{state} whether the memorandum is for information only, suggests action on the part of the addressee, or contains a recommendation for approval. The suggested action or recommendation may be included either in the opening paragraph or in subsequent paragraphs, as appropriate. *I need from page 36*

c. When the memorandum contains a recommendation for approval which requires action by an official other than the addressee, these words ~~will~~ *shall* be typed on the original and all copies below the signature:

where?
"The recommendation(s) in paragraph(s) is(are) approved." This line will ~~shall~~
be followed by a line for the addressee's signature and date line. (See example).

optional?
d. When there is need to break paragraphs into subparagraphs, the units may be indented and also numbered and lettered. The pattern for paragraphing is:

Paragraphs must be typed in modified block style. They are single spaced, with double spaces between them. The first line of each paragraph is indented according to the subdivision in the memorandum. For the second and succeeding lines typing will begin at the left margin. This is in keeping with the block style.
1. Paragraphs are typed in modified block style. They are single spaced, with double spaces between them. The first line of each paragraph is indented according to the subdivision in the memorandum. For the second and succeeding lines typing ~~will~~ begins at the left margin. This is in keeping with the block style.

a. When a paragraph is subdivided it must have at least two subdivisions.

(1). When paragraphs are subdivided, numbered, and lettered they are designated 1, a, (1), (a), ~~(b), b, 2~~

(2). When a paragraph is cited, the reference numbers and letters are written without spaces, as "paragraph 1a(2)(b)."

b. Do not continue a paragraph to the following page unless at least two lines are carried over.

and
e. Short quotations of less than two lines are run into the text, enclosed with quotation marks. Longer quotations are blocked five spaces from the left and the right margins. *and* Quotation marks are usually omitted.

308. SUCCEEDING PAGES

for the pages after the first page of a memo.
a. Plain stationery is always used. *Although* The first page is not numbered, succeeding pages are numbered with Arabic numerals centered 3/4" from the bottom of the page. *of an inch*

^{the}
b. Begin ^{the} body of the memorandum eight or ten lines from the top of the page.

At least two lines of a divided paragraph ^{shall} appear on each page. In no case is a word divided between two pages.

c. If the body of the memorandum ^{will end} ~~is completed~~ so near the bottom of a page that there is no room for the signature, ^{can't} at least two lines of the last paragraph ~~are carried~~ over to the last page. ~~This is done~~ so that the signature will not become separated from the text.

31-9. THE COMMAND (OR AUTHORITY) LINE

The command line is used only when the individual signing the memorandum has been delegated the authority to do so for a higher official. Officials signing for the Director ^{shall} use "FOR THE DIRECTOR OF CENTRAL INTELLIGENCE." The command line is typed in caps, two lines below ^{the} last line of text and flush with the left margin, followed by a colon.

^{3r} 10. SIGNATURE AND TITLE

The signer's name ^{is} ~~[and title are]~~ typed five lines below ^{the} last line of text or the command line. The name is typed in initial caps one or two spaces to the right of ^{the} center of ^{the} page. ^{when plain bond is used} The title is centered immediately below and typed in initial caps only. ^{The} Title may be placed on two lines to achieve the best appearance. Example:

FOIAB3B

Executive Officer
Office of Current Records

33.

11. ENCLOSURES

a. On memorandums to addressees other than the Director or Deputy Director,

Type the word "Enclosure" flush with ^{the} left margin, two spaces below the signature. If ^{there is} more than one enclosure, use "Enclosures" and the number. If an enclosure is identified in the text do not ^{insert the} list it. When ^{an} enclosure is not identified in the text, type its title immediately below the word "Enclosure." Example:

Enclosures 2

Salary Chart

Retirement Pamphlet

b. Insert from page 36

12. SEPARATE COVER

When material is to be sent under separate cover, type "Separate cover:" flush with ^{the} left margin, two lines below ^{the} last typed line. Beginning on ^{the} next line, list all items to be sent. Send a copy of the memorandum with the material. Example:

Separate cover:

Blueprints of Bldg. X - 2 copies

Contract for electrical changes

List of equipment

35.

13. DISTRIBUTION OF COPIES

a. When it is desirable to indicate to an addressee that other persons or agencies are to receive copies, type ~~lower case~~ "cc:" flush with ^{the} left margin, two lines below ^{the} last typed line. List the recipients. Example:

cc: Secretary of State

Secretary of the Army

b. When using letterhead or plain bond stationery, show the distribution of the original and all copies only on copies to be retained in the Agency.

what about S.F. No. 64? refer to Fig. 0-7?
th
c. When Optional Form 10 is used, the distribution information may be shown on the original as well as the copies.

th
Type the word "Distribution" two lines below last ~~typed~~ line. Immediately below list the original and copies, *as Example 6:*

Distribution:

Original and 1 - Addressee
1 - Registry (with basic)
1 - DD/G
1 - Ch/ama (*C/A m/f?*)
X - as required

d. *Insert from page 36*

14. IDENTIFICATION OF ORIGINATOR

of the original for initials and date
a. The identification shall consist of the symbol for the originating office, the writer's name, the typist's initials, and the date the memorandum was prepared. The identification is typed only on copies retained in the agency, flush with *th* left margin, and two spaces below *th* last typed line, in the following manner:

MS/RMD:INDorsit:tu(15 June 1963)

When the originator feels some discussion may be necessary before the memorandum is signed, his telephone number may be shown immediately after the typist's initials, separated by a diagonal (/2345), if the information will not jeopardize the security of operations.

36.15. DEFENSE CLASSIFICATION AND CONTROL MARKINGS

a. If the memorandum contains classified information the proper classification *shall* be stamped at the center, top and bottom of each page. *The group marking*

Insert from page 45

25X1

b. If a control statement is used, stamp the appropriate control below the security classification about 1/4" from the top and bottom of the page.

c. Other classifications or warnings shall be stamped at the bottom of the first page of the original and all copies. above or below the defense classification and control marking?

16. CONCURRENCES

When concurrences are needed, special concurrence lines may be provided. These will be shown by typing "CONCURRENCES:" flush with left margin two lines below last typed line. Example:

I. M. Waitin
Chief, Insurance Division

CONCURRENCES:

Chief, Payroll Branch

Chief, Claims Area

Other Concurring Officials

17. MEMORANDUM OF CONVERSATION

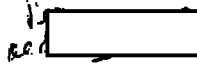
When reporting conversations the Memorandum of Conversation Form or a Memorandum for the Record, depending on the circumstances, may be used. The original and one copy shall be forwarded to the O/DCI. In addition, a three-sentence summary shall be prepared and dispatched to the Director's office immediately after the meeting or conversation. See exhibits for proper procedures in preparing these forms.

39
18.

STAFF STUDIES

The general format for submitting staff studies shall be as follows:

Problem *Assignment to staff*
Discussion *Staff working on the problem*
Conclusions
Recommendations



In this enough on staff studies 25X1

? - ? Resumed

XERO COPY

XERO COPY

XERO COPY

UNITED STATES GOVERNMENT

Memorandum

TO : All secretaries

DATE: 4 June 1962

FROM : Head, Training Section

SUBJECT: Use of Optional Form No. 10, United States Government Memorandum,
May 1962 Edition

No. 1. This memorandum illustrates ^{the} appropriate format for preparation of Optional Form No. 10, United States Government Memorandum, May 1962 edition. As originally designed, the form required the use of two typewriter stops ~~the~~: one for the entries following the printed captions and another for the left margin of the text. As revised, the form now requires only a single stop setting, the left margin. This simplification was achieved by moving the printed captions about 3/4 of an inch to the left to allow a continuous 1-inch margin for typed material.

No. 2. Optional Form No. 10 is used for informal correspondence within and between Federal agencies. A memorandum prepared on this form may be addressed to more than one person. Although the number of copies of the memorandum should be kept to a minimum, a copy is required for each addressee shown ⁱⁿ the "To" line and ⁱⁿ the "cc" line, ~~when there is one, when it appears.~~ *work*

changed because according to para. 6 of 13 addressees & no signature required
3. ^{the text} If the text does not exceed 10 lines, ^{Optional Form No. 10 in} the 8- by 5 1/4-inch size is used. If ~~it~~ is longer, the 8- by 10 1/2-inch size is needed. Plain paper is used for second and succeeding pages of a memorandum.

4. Sometimes memorandums are not signed. For example, this one does not require a signature. Usually, however, they are initialed or signed. To ensure that the signature can be read, the name is typed at least one time on the memorandum. If the name is not shown in the "From" line, it is typed, or stamped, 4 lines below the text.

Jane Doe

Figure 25
Exhibit 6: Optional Form No. 10, United States Government Memorandum

XERO COPY

XERO COPY

XERO COPY

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
ATTN : Chief, Management Training Division

DATE: 15 June 1963

FROM : Chief, Records Administration Staff

Omit date whenever
signing of memoran-
dum may be delayed.

SUBJECT: Correspondence Training Material

4 spaces

1. Recent discussions with members of your Clerical Training Staff indicated that stenographers and typists find it difficult to determine when to use letterhead, plain bond, or Optional Form No. 10, United States Government Memorandum, stationery in the preparation of memoranda.

2. Generally, informal communications addressed to individuals below the Deputy Director level may be properly prepared on this form. It may also be used for informal communications to a counterpart of equal level in another Federal Agency. A check with the section entitled "Stationery" will aid the typist in selecting the proper stationery to be used. The writer may also express a preference for a particular type of stationery in certain instances.

3. Notice the modified block style for positioning the message on the form. We feel that it will result in better looking memoranda, with less effort. No indentation of paragraphs eliminates the need for depressing the tab key, thus speeding up the typist's work.

4. The Records Administration Staff will be glad to provide any additional guidance you may need for training purposes. It is anticipated that the information and exhibits contained in the Correspondence Handbook will be beneficial in solving many of the routine problems. Your opinion of this simplified style would be appreciated.

5 spaces

Knott Blount

2 spaces

Enclosure:

Exhibit 1 of Proposed CIA
Correspondence Handbook

* Distribution:

Orig. - Addressee

1 - D/LO

1 - C/RMS

1 - RMS/RMD/CMB

* RAS/RMD/CMB:Jones:xyq [] 15 June 1963)

(26)

* May be typed on the Original and Courtesy copy (if any)

Figure 7 - Memorandum Form SF 64, Memorandum, US Govt

XERO
COPY

XERO
COPY

XERO
COPY

25X1

(CIA LETTERHEAD)

MEMORANDUM FOR: Deputy Chief of Naval Operations (Air)
Department of the Navy

SUBJECT : Memorandum Format

Top "Dept of the Navy" is part of the filing title, shall not be included to avoid being taken for an actual addressee?

1. This is an example of a memorandum addressed outside the Agency prepared for the signature of an ~~Staff Chief or comparable level~~ *Operating Officer*.

2. The typist will prepare an original and courtesy copy, if appropriate, on CIA letterhead stationery for the addressee; a yellow tissue copy for the official record copy; a white ~~copy~~ *tissue* for the signing official; and white tissues for any additional interested persons. The originator should determine the distribution of any extra copies.

The typist
3. Unless instructed otherwise, this memorandum may be enclosed in a plain (unfranked) envelope. If ~~correspondence~~ *the memorandum* is unclassified, indicate the addressee and Stop Number. The delivery will be made by the U.S. Official Mail and Messenger Service from the City Post Office. If the ~~correspondence~~ *memorandum* is classified, indicate the room number and building and attach a courier receipt. Remember also to include a document receipt, if appropriate. Do not include the Stop Number. Delivery will be made by courier.

write on the envelope show

Jeb Airhart
Chief, Air Science Division

27

Figure
Exhibit 8 - Memo on CIA Letterhead

XERO COPY

XERO COPY

XERO COPY

CENTRAL INTELLIGENCE AGENCY

Memorandum of Conversation

DATE: Actual date of conversation

SUBJECT : Enter the topic discussed. If more than one subject was covered, each shall be listed.

PARTICIPANTS: Procedures concerning maintenance of source security apply in listing the participants.

COPIES TO : Need-to-know principle shall apply.

1. This form ^{is} to be used in reporting conversations with individuals outside the Agency. ^{The} Form need not be used if the conversation is made a part of the minutes of a meeting, reported in an intelligence information report, or ~~is~~ recorded in another form of memorandum.

2. If the Director or Deputy Director is a participant, the original and all copies are submitted to the ^{Director} ^{Deputy Director} ~~DCI~~ or ~~DDCI~~ for approval of the substance and the distribution. Other Memoranda ^{umb} of Conversation to go to the Deputy Director ^{shall be} submit the original only.

3. In addition to this memorandum, a three-sentence summary ^{shall [may?]} will be prepared and dispatched to the Director's office immediately after the meeting or conversation, ² ~~particularly~~ ^{This must be done for conversations which} on those which may determine or affect policy which should be brought to the attention of the Director or ^{Deputy Director} ~~DDCI~~.

28

Exhibit 9 - Memorandum of Conversation (1st Page)

FORM NO. 1132
1 FEB 57

(11-23-36)

XERO COPY

XERO COPY

XERO COPY

4. When ^amemorandum is longer than one page, use plain white bond for the succeeding pages. Begin numbering with the second page.

Signature
Title

DDX/RB:IHurd:it(date dictated)

← APPROVED: Director of Central Intelligence Typed when
(or Deputy Director)? DCI or DDCI
is a participant

*subject
should
date?*

29

Figure
Exhibit 10, Last page of Memorandum of Conversation

XERO
COPY

XERO
COPY

XERO
COPY

XERO
COPY



*In conflict
with other
records. The
replaces the
132. Submits
correct?*

Date

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting with XXX

1. A Memorandum for the Record ^{shall} be prepared to record important conversations, data, or events when use of Form 1132 or ^{the} other form of record is not appropriate.
2. When ^{the} memorandum concerns a meeting, list the participants. Also ^{state} note if any action is necessary or if any commitments were made.
3. Identification symbols of the initiator ^{are} will be indicated in the lower left corner as illustrated, even though the signature of signing official ^{the} is not the same.
4. Distribution of all copies ^{shall} will be shown on the original and all copies. The original and one copy ^{will} be forwarded to the Director when required, (originator ^{will} determine when memorandum to go to O/DCI ^{this}).

Will Signs
Chief, Reports Branch

DDG/CMD/RB:IMoore:uh(date)

Distribution:

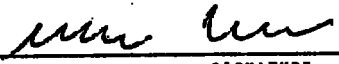

- Original and 1 - Signer (or the O/DCI when appropriate)
- 1 - file
- X - as required

30

Figure
Exhibit 11-Memo for the Record

XERO
COPYXERO
COPYXERO
COPYXERO
COPY

(When Filled In)

SPEED LETTER 25X1		REPLY REQUESTED		DATE
		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	Today's date LETTER NO. 111
TO :	Field Station	FROM:		
ATTN:	Harry	Rita		
<p>The Speed Letter can be used for informal correspondence between headquarters and some field offices and branches. One copy is retained by the originator, two go forward. If a reply is expected, the responder makes the reply on the lower half of the form. He keeps one copy for his file and sends the original back. When the original is received, the suspense copy may be destroyed.</p>				
				 SIGNATURE
REPLY				DATE
				Reply date
<p>The message on this form may also be handwritten which makes it convenient if a typist or typewriter is not available.</p>				
31				 SIGNATURE
RETURN TO ORIGINATOR				

FORM 8-61 1831

Exhibit 12 Speedletter

XERO COPY

XERO COPY

XERO COPY

XERO COPY

RECORDS AND CORRESPONDENCE HANDBOOK

HCB 70-3
1963

Chapter IV:

CORRESPONDENCE PREPARED FOR THE SIGNATURE OF THE DIRECTOR OR DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE.

408. Letters and memos ^{signature of the} Correspondence prepared for the Director or Deputy Director shall conform to the following formats, ^{be} as prescribed in this chapter.

Ex Dir? Comp?

41. 1. STATIONERY

with Letterhead bond and tissues ^{copy for the Office of the Director or Office of the Deputy Director, as appropriate, shall be used} for the signature of the Director ^{or} the Deputy Director of Central Intelligence.
 ~~Plain bond shall be used when addressing memoranda to the Director, Deputy Director, and the Executive Director.~~ ^{Comp. folder}

Ex Dir? Comp?
 10/1/63
 10/1/63
 10/1/63

42. 2. DATE

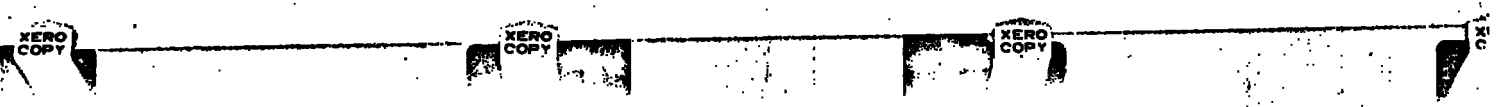
Letters and memos
 Correspondence prepared for the signature of the Director or the Deputy Director of Central Intelligence shall not be dated in the office of origin.
 Memoranda addressed to the DCI and DDCI will be dated when signed.

deleted because not appropriate in this chapter
 10/1/63
 10/1/63
 10/1/63

43. 3. LETTER FORMAT

a. Keeping in mind a "framed picture" appearance, set the margin accordingly. In most letters the address may be typed eight lines below the last line of the letterhead, flush with the left margin. The length of the letter will determine where the address should begin. Use block style for the address. The salutation is typed two lines below the address.
 See ^{Paragraph 6. below} the section on Forms of Address for proper titles. Begin the body of

7



the letter two spaces below the salutation and flush with the left margin. Begin each succeeding paragraph at the left margin. ^{The} text is single spaced unless it is less than eight lines. (See ^{figures} ~~examples~~ ^{for} of letter formats.)

b. The complimentary close for the Director is "Sincerely." The name and title ^{are} ~~will be~~ centered five spaces below the complimentary close, ^{as follows:} ~~Example:~~

Sincerely,

John A. McCone
Director

^{Deputy Director}
For the ~~DDCI~~ the complimentary close and signature shall ~~be~~ ^{are}:

Faithfully yours,

Marshall S. Carter
Lieutenant General, USA
Deputy Director

^{Deputy Director}
Whenever the ~~DDCI~~ ^{shall} will sign in the absence of the Director, the signature ~~will~~ be shown as:

Faithfully yours,

Marshall S. Carter
Lieutenant General, USA
Acting Director

c. Enclosures ^{shall} will be ~~typed and~~ ⁷⁻ identified on the original and all copies.

~~might not
the enclosures be
printed?~~

d. Identification of ^{the} originator, ^{and} ^{the} typist, and date of preparation, and the distribution of all copies ^{shall} ~~will~~ be shown on the internal copies only.

When indicating the distribution of Top Secret documents, show the exact copy number and the recipient.

Does this apply only to those who should not be able to change? I don't know because of security. Chap. IV

e. All envelopes, mailing slips, and document receipts should be attached in the office of origin. DCI signature tabs will be attached in the O/DCI. The order of assembly of the correspondence is ^{prescribed} ~~contained~~ in the ^{Chapter XII} ~~section~~ entitled Assembling and Forwarding Correspondence.

43. MEMORANDUM FORMAT

On memoranda ^{ums} prepared for the signature of the ^{Director or Deputy Director shall be} ~~DCI or DDGI~~ as follows:

a. The headings shall conform to ^{the} ~~general~~ standards prescribed for other agency memoranda ^{ums}. (See para 7)

b. Paragraphs ^{shall} ~~will~~ be numbered except when the memorandum is addressed to the President or the memorandum consists of only one paragraph. The paragraphs ^{shall} ~~will~~ be typed in block style.

c. Five lines below the text and four spaces to the right of the center of the page the ^{name} ~~signature~~ of the Director or the Deputy Director of Central Intelligence shall be ^{typed} ~~written~~ in initial caps with the title centered immediately below. Examples:

~~For the DCI~~

John A. McCone
Director

~~For the DDGI~~

Marshall S. Carter
Lieutenant General, USA
Deputy Director

In the Director's absence "Acting Director" is substituted for "Deputy Director" and Office of the Director stationery is used. Example:

Marshall S. Carter
Lieutenant General, USA
Acting Director

d. When material is ^{accompanied} included with a memorandum for the signature of the ^{Director or Deputy Director} DGI or DDGI the word "Enclosure" will be typed on all copies. If ^{there are} more than one, the number will be ^{shown}. The enclosure(s) ^{shall} be identified only if of unusual importance. Example:

Enclosures 2: ^{or Attachments 2?}
Identify if important

e. Recipients of information copies outside the Agency ^{shall shown} will be ~~in~~ dictated on the original and all copies, at the left margin two spaces below the last typed line, by typing "cc:" followed by the recipient. Example:
cc: Attorney General

f. ^{un} On memoranda addressed for the signature of the ^{Director or Deputy Director} DGI and DDGI the distribution is shown on internal copies only. The distribution may be shown ^{on} back of the page if the memorandum fills the page. If an additional page is used, it should be properly titled to identify it with the body of the memorandum.

g. Attach a brief covering memorandum ^{or "brief"} explaining the purpose of the memorandum to be signed by the ^{Director or Deputy Director} DGI. (The entire file will be forwarded through the ^{appropriate} Deputy Director. ~~Respective Component~~ for ~~DGI~~, ~~DDGI~~, ~~as appropriate~~).

5. For method of signing concurrences on ^{letters and memos} prepared for the signature (35) of the Director or Deputy Director see Chapter VIII per 1 & Figures 14 & 15

6. Provisions on ^{signature} ~~signature~~ should be included here - cf HNI-33

~~On memoranda addressed to the DCI or the DDCI:~~

covered by par 7a of Chap III
~~a. The headings shall conform to the general standards prescribed for agency memoranda.~~

covered by par 7b of Chap III
~~b. The first paragraph of the text shall state the purpose of the memorandum: approval, recommendation, information, etc., or indicate the paragraph in which the action is contained. Example:~~

Insert on page 18
1. This memorandum is for information only; particular reference is made to paragraphs ____ and ____.

covered by par 7a of Chap III
~~c. Paragraphs will be numbered and single spaced with double spacing between paragraphs. The block style will be used.~~

Insert on page 21
~~d. If material is transmitted with a memorandum to the DCI or DDCI, the word "Attachment" is typed on the copies, flush with left margin and two lines below the signature title. If more than one attachment is transmitted, the number is indicated. Attachments may be identified in abbreviated form. Example:~~

Attachments 2:

1. Memo dtd 3 June 63
2. TCA Contract (2)

Insert on page 22
~~e. On memoranda addressed to the Director or Deputy Director, show the distribution on the original and all copies, except on information memoranda.~~

Documents belong in this Chapter. Add to the appropriate paragraphs of Chap. III

5. BRIEF SUMMARY

*Covered by
CIT
of Chapter*

A three-sentence summary will be prepared and dispatched to the Director's office immediately after a meeting or conversation with officials outside the Agency, especially on those which may determine or affect policy or which should be brought to the attention of the Director or the Deputy Director.

(DCI LETTERHEAD)

(Date left blank)

Honorable Dean Rusk
Secretary of State
Washington, D.C., 20520

Dear Mr. Secretary:

This is an example of a letter prepared for the signature of the Director of Central Intelligence. Letters ~~will~~^{are} be forwarded to the Director through the Deputy Director^{for} (X component) with a cover memorandum explaining the purpose of the letter to be signed by the Director.

When a second page is required, use plain stationery, Margins will correspond with those on the first page, and typing will begin about ten lines from the top. The second and succeeding pages are numbered with arabic numerals centered about one-half or three-quarters inch from the bottom of the page.

Sincerely,

John A. McCone
Director

to be typed on copies only

O/DD:WATATE:jts (3Aug63)

Distribution:

Orig. and 1 - Addressee

1 - ER (with basic)

1 - Signed official

1 - OUX

CONCUR:

DOX

Figure 14:

~~Exhibit 13~~ - Letter for signature of DCI

(DDCI LETTERHEAD)

(Date left blank)

Honorable John Karle
American Ambassador
City, Country

Dear Mr. Ambassador:

This is an example of a letter prepared for the signature of the Deputy Director for Central Intelligence. Generally, this type of letter would be prepared for the signature of the Director. However, a notation accompanying the letter stated that the letter be prepared for the Deputy Director's signature.

A cover memorandum, or brief, explaining the purpose of the letter should also be prepared. The cover memoranda and the letter for signature should be forwarded through the respective Deputy Director. (X-component)

The number of copies prepared should include an original, and one for the addressee, one for the signer, one for the Executive Registry, and whatever additional copies the originator may decide.

Faithfully yours,

Marshall S. Carter
Lieutenant General, USA
Deputy Director

CONCUR: Deputy Director (X) on copies only

DFR:MBird:mpd(3May63)
Rewritten:EA-DD/X:EBF:maq(4May63)

Distribution:

- Orig. and 1 - Addressee
- 1 - ER (with basic)
- 1 - EDCI
- 1 - EDK
- 1 - DFR

Figure 15:

Exhibit 14 - Letter Format for signature of DDCI

39

(DDCI LETTERHEAD)

(Date left blank)

MEMORANDUM FOR: Director of Another Agency
Director of Federal Commission

SUBJECT : General Information

Central Intelligence
1. This is an example of a memorandum prepared for the signature of the Deputy Director of the Agency. The same format will be followed in preparing a memorandum for the Director's signature.

2. Letterhead stationery for the Office of the Director or the Deputy Director of Central Intelligence is available. Tissue copies with corresponding letterheads should be used when courtesy copies are needed. Additional copies shall be prepared on plain tissue and a yellow copy for the official file copy.

3. A well-balanced appearance can be achieved by carefully considering the length of the message and adjusting the margins accordingly. The text should begin four lines below the subject line. The body of the memorandum is single spaced unless the text is less than ten lines. Double spacing will also be used when preparing a memorandum to the President.

shall always
4. Paragraphs shall be numbered unless the memorandum contains only one paragraph. Paragraphs are never numbered in a memorandum to the President nor in a letter.

shall
5. A cover memorandum explaining the purpose of the memorandum to be signed by the DDCI is required. These will be forwarded to the DDCI through the appropriate Deputy Director. (Respective Component). *him*

present?
Marshall S. Carter
Lieutenant General, USA
Deputy Director

Enclosure
(Identify if necessary)

cc: General Counsel

DDG:BGooDe:to(date prepared)(type on internal copies only)

Distribution: (show on internal copies only)
Original and 1 - Addressee

2 - DDCI

40

1 - originator

Sample: Block

nc ER copy?
Figure 16 Exhibit 15 - Memorandum for DDCI Signature

XERO COPY

XERO COPY

XERO COPY

XERO COPY


14 June 1963

2271"
BRIEF FOR: Director of Central Intelligence

SUBJECT : Interagency Correspondence Standards

1. This Agency is contributing suggestions for the development of inter-agency correspondence standards in cooperation with the General Services Administration.
2. The attached correspondence for your signature conveys our ideas on the subject to those agencies which have expressed an interest in the standardization program.

FOIAB3B


Director of Training

*Distribution:

Orig. - Addressee
1 - CTB/TR

*Typed on file copies only.

Figure 17:

Exhibit 16 Cover Memo or *Brief* for Correspondence for DCI Signature *41*

what about from 12/15/63?

XERO
COPY

XERO
COPY

XERO
COPY

XERO
COPY

14 June 1963

MEMORANDUM FOR: Director of Central Intelligence
 THROUGH : Deputy Director ^{for} (Support)
 SUBJECT : Interagency Correspondence Standards

1. This illustrates a memorandum submitted to the ^{Director} DCI for action and his approval signature. The first paragraph should state the purpose of the memorandum and request for the approval of the recommendation in paragraph ____.
2. The memorandum will include a space for an approval signature. If concurrence by the Deputy Director is necessary, prepared a concurrence line is. The originating officer is responsible for all coordination before the paper reaches the Office of the Director. The originator should also make certain that the file is properly assembled and all enclosures are attached.

Arden T. Wrighter
 Acting Chief
 Correspondence Policy Division

Enclosure ?

1 Attachment
 (Identify it)

cc: DCI

CONCUR:

Deputy Director (Support) ^{for} Date ?

The recommendation contained
 in paragraph ____ is approved:

Director of Central Intelligence

Date _____

DDS/CPD:AWrighter:ss(date prepared)

Distribution:

- Orig. - (to action office)
- 1 - CPD (signer)
- 1 - (official file) (ER)
- X - others

Figure 133: Sample:
 Exhibit 17 - Memorandum for DCI action requiring signature for approval

XERO COPY

XERO COPY

XERO COPY

This form should go at end of Chap III, not Chap IV

RECORDS AND CORRESPONDENCE HANDBOOK

H/EB 70-3
1963

DOCUMENTS

Chapter V: PREPARATION OF TOP SECRET CORRESPONDENCE

1. POLICY

(TS)

Top Secret information must be safeguarded from the instant it is prepared.

This rule applies to drafts, carbon copies, notes, carbon paper, record-

ings (disks, tapes, etc.) as well as the final copies. Within the Agency

Form 26, Control and Cover Sheet, will be placed on top and attached to

each TS document received or prepared by CIA. This form will remain with the document until it is downgraded, destroyed, or transmitted outside the Agency. Assignment of the defense classification is made by the originator. All TS documents received or transferred to an office must be logged by the Area TS Control Officer.

2. FORMAT

The format for TS correspondence is generally the same as that prescribed in preceding chapters except as hereinafter described.

3. CONTROL IDENTIFICATION

a. The first page of each copy of the TS document shall bear the (TSC) number in the lower right corner, about an inch and a half from the bottom of the page.

b. If the document is in a draft stage this may be shown by adding a letter symbol to the TSC number, as TSC 2145A or 2145C.

c. The final form of a TS document is identified by the TSC number only.

d. If certain pages have been revised this is indicated by typing "Revision" and the date of the revision in ^{the} lower left corner of ^{the} page.

e. ^{Form 26,} Complete a green control and cover sheet ^{for Top Secret Documents,} on which is entered the TSC number, the copy number, number of pages, and other identifying information. Attach the form to the top of the TS document.

4. PAGE NUMBERING

Center the number at the bottom of each page, about $3/4$ from the lower edge, allowing sufficient room below for the Defense Classification (and control marking) ^{any} ~~statement~~. In addition, a group marking (in accordance with ^{the} regulations) will be stamped to the right of the defense classification at the bottom of the first page.

5. ENCLOSURES [AND ATTACHMENTS]

a. Enclosures which are classified through Secret are listed by typing the word "Enclosure" flush with left margin, two lines below the signature and identifying the enclosures immediately below. Example:

Enclosures:

1. CIA TSC No. 123456, copy No. 2, Annex A.
2. CIA TSC No. 09874-A, copy No. 6, Annex A and B

b. Each enclosure to a TS document ^{shall} be identified on the first page or cover page in the lower right corner, as follows:

"Enclosure No. ____ to CIA TSC No. ____"

c. If the ^{enclosure?} attachment is a TS document, ^{type} enter Annex A, ^(or "B," "C," etc.) below the TS control identification number in the lower right corner of first page or cover. On ^{successive} each page of the ^{enclosure?} attachment, type "Annex A," B, (or appropriate letter) on each page of the annex.

49
6. DISTRIBUTION

The distribution of the original and copies of TS ^{documents?} correspondence is shown on all copies retained in the Agency. To indicate this distribution, type the word "Distribution" flush with the left margin, two lines below the last line of the memorandum or letter. Immediately below list the recipients of the original and each copy of the correspondence. Example:

Distribution:

Cop^{ies} No. 1 and 2 - Addressee
3 - C/YY
4 - C/ZZ
5 - C/XX
6 - RI

7. CLASSIFICATION AND GROUP MARKING

In addition to the defense classification on each page a group marking in accordance with Security regulations shall be placed immediately below or adjacent to the classification marking at the bottom of the first page.

Insert
on page 22

cf because
it applies to
all classified
correspondence
not just
TPI: report
See page 2 of
Histo copy

50
8. TOP SECRET CONTROL

After TS ^{documents?} correspondence has been prepared, all controls for TS material must be initiated. See regulations covering classified documents for proper handling. Consult your Area TS Control Officer for any additional information necessary.

cf page
3b2e ?
What is
the TSC
number
assigned?

25X1

RECORDS AND CORRESPONDENCE HANDBOOK

#HB 70-3
1963*Chapter VI* REPORTS

1. GENERAL

Many kinds of reports are written in Government. They are not always easily distinguished from other types of communications. A simple statement of the progress one has made on his job may be prepared on a preprinted form. Other informal reports may be prepared in the form of letters or memorandums. When a more formal arrangement is desired, the style illustrated in the ^{figure?} exhibit may serve. Some reports include drawings, charts, tables, exhibits, footnotes, and bibliographies. The report writer will tell you what style to use for each report he submits for typing.

2. ELEMENTS OF A FORMAL REPORT

A formal report may include the usual components of a book, such as:

Title page
Table of contents
Tables, charts, and illustrations
Foreword, preface, introduction
Acknowledgments
Abstract, synopsis, major recommendations
Findings
Discussion
Detailed recommendations
Exhibits, appendixes
Bibliography
Index

It is unlikely that any report will contain all of these elements. For instance, an abstract is frequently found in a scientific report, as an aid to busy readers. It is not suited to a narrative report. One of the most common types of reports, the staff study, usually has a title page, a synopsis which includes major recommendations, a discussion with detailed recommendations, and exhibits.

33. ~~TYPING~~ A DRAFT OF A REPORT

Double space a draft of a report. Date each draft that you type and retain those drafts which show concurrences, until disposal is authorized.

34. ~~TYPING~~ THE FINISHED REPORT

The finished report is usually single spaced. The title page of the report must carry identification of the originating office and the date of completion. Example:

Prepared by
Office Methods Division
Federal Manual Service
Date

35. MARGINS

Space the typing of a report to suit the format in which the report is to be presented. Generally, allow a ^{one} ~~1~~-inch margin on all four sides. Where a binding or tabs are ^{to be} used, the margin should be set to accommodate these and still give the appearance of text centered on the page.

36. HEADING

The title of the report, typed in capitals, is centered ^{one} ~~1~~ inch from the top of the page. If there is a subtitle, it is centered ^{two} ~~2~~ lines below the main title. The subtitle may be in capitals, but it is usually typed with initial capitals only. The caption of the first part or the first section of the report, preceded by a Roman numeral or a capital letter, may be centered below the title, or may be typed at the left margin. Center headings give a report a formal appearance. More than two of them should not be used consecutively. Special instructions from the writer may be needed for marginal headings. ^{One? that may be?} The style followed in preparing a report is shown in Exhibit. ^{Figure} ~~Figure~~ [?]

Handwritten notes:
? c/last
restitution
par. 1

57. PAGE NUMBERING

Number each page except the title page and the first page of the body of the report. Always ^{place the} number in the same position. The preferred ^{position} location for page numbers is the upper right corner. Pages of prefatory material, including an introduction, are often numbered with lowercase Roman numerals. Beginning with "2" on the second page of the body of the report, number with Arabic numerals all subsequent pages, including appendixes and ^{the} an index.

58. SIGNATURE

If the report is not submitted under a signed memorandum, leave space on the last page of the text for a handwritten signature.

redundant

any print
in
including
this?

59. CONCURRENCE

Follow usual practices in obtaining and recording concurrences.

60. CHART STYLE

In this paragraph, the word "chart" refers to charts, tables, graphs, and other statistical or tabular material.

a. Placing a chart on a page. If possible, place a chart vertically on a page. When it is necessary to place a chart horizontally on the page, turn the page clockwise to read. That is, the title is on the left side of the page, while the bottom of the chart is on the right side of the page. Generally, a chart of over 30 lines requires more than one page. Do not divide a chart which requires less than a full page, even if the previous page has only a few lines of typing. If a chart requires two or more pages, it may be typed on a sheet large enough to accommodate the entire

chart. The sheet is then folded to a size slightly less than that of the paper on which the report is typed. Be sure to fold the large sheet off center to leave a single edge for punching or binding. Edges, other than the edge on the bound side, must be free so that the chart can be opened without removing fasteners. Printers prefer to arrange large charts on two facing pages rather than to fold oversize pages.

b. Placing headings or titles on charts. Headings or titles are preferably typed with initial capitals. They may be above or below the chart. Tables usually carry the heading at the top. Example of a heading above a table:

Table 19. Total Value of Products and Elements of Production Costs,
Manufacturing Industries of the United States, 1945-60

(Body of the table)

If a table or chart must be continued to the next page, repeat the complete title; follow it with a dash and the word "Continued."

c. Typing references below a chart. Place footnote references ^{two} 2 lines _{below} beneath the chart. Single space footnotes and double space between them. Footnote references on charts containing numerals may be shown by an asterisk (*) and other symbols, or by lowercase letters, thus avoiding confusion with the numbers in the chart. Place source or credit lines below the chart at either the left or the right corner.

d. Boxing tables. Narrow tables of two or three columns that can be centered within the margins of the text look better without ruling. Tables as wide as the accompanying text look better with ruling. Long single spaced columns should have a space break every 5 or 6 lines for ease in reading. In columns showing dollars, the dollar sign is placed only before the first figure and the total.

TITLE OF REPORT IN CAPS.

A. Synopsis

Give a brief summary of the reason for the report, who requested the report, ~~or study~~, and the purpose ~~or aims~~ to be accomplished.

Sum up the recommendations:

1. List them.
2. Second

B. Discussion

1. Follow standard paragraph instructions in presenting the discussion. Proper indenting, numbering, and lettering of paragraphs will make the report easier to read.

2. Lead the reader step by step through your discussion. Place the main ideas where they will stand out; first or last in each paragraph.

a.

b.

3. Concrete and specific words are usually more familiar and clear.

C. Conclusion and Detailed Recommendations

1. State the results derived by a reasoned judgment and provide a direct solution. Attach supporting documents, graphs, or charts.

Figure 181 50
Exhibit 16 Report Format

XERO
COPY

XERO
COPY

XERO
COPY

XERO
COPY

CORRESPONDENCE HANDBOOK

H HB 70-3
1963

Chapter VII: NOTICES, AGENDA, AND MINUTES OF MEETINGS

b1. NOTICES OF MEETINGS

The announcement of a meeting ^{should be} distributed far enough in advance to allow ^{participants} representatives sufficient time to plan to attend or to designate alternates. A notice of a meeting may include these items:

- a. Identification of the agency or group sponsoring the meeting.
- b. Number of the meeting, if ^{it is} one of a series. The number may be shown in the title, as in the example ^{below} in paragraph c, following:
- c. Name of the group holding the meeting, or the subject to be discussed. Example:

Notice of the Second Meeting of the Geographic Working Committee

- d. Date, time, and place of the meeting.
- e. Name of the chairman, speaker, and so forth, as appropriate.
- f. Agenda, ~~and supporting papers.~~ ^{typed as a part of} The agenda may be added to the notice ^{with}. If it is added, the title "AGENDA" should be centered on the page and followed by a list of topics. Instead of the agenda, a paragraph stating the purpose of the meeting or discussing the topics may be added. Sometimes papers to be considered ^{before} in advance of the meeting accompany the notice.

g. Attachments. If the agenda is not included as part of the notice of the meeting, it may be attached to the notice. ~~Supporting papers may also be attached.~~

6 2. AGENDA FOR MEETINGS

Agenda means literally "things to be done." The term also applies to the document listing things to be done at a meeting. If the topics to be discussed are known before release of the notice of the meeting, the agenda may be typed as part of the notice or as a separate document to accompany the notice. If the subjects for discussion are not known when the notice is released, the agenda may be sent later or distributed at the meeting. During the meeting topics are discussed in the order in which they appear in the agenda. The topics, ~~as~~ stated in the agenda, may range in length from words or phrases to paragraphs. If the agenda is prepared on a separate sheet rather than as part of a notice, it should have a heading that identifies the meeting. The following items may be included in the agenda:

a. Identification of the agency sponsoring the meeting.

b. Name of the group holding the meeting, or the subject to be discussed. Example:

Agenda for the Third Meeting of the
Task Force on Scientific Development

c. Date of the meeting

d. The word "AGENDA," centered, if it is not included ^{with} the agency identification, ^{of the group holding the meeting,} as shown in ^{above.} paragraph b, ~~preceding~~.

e. List of topics and subtopics, if any, numbered and lettered for ease of reference.

f. Supporting papers, if any. Each paper sent with the agenda may be cited in the ^{agenda} item which applies to it, or may be explained in a paragraph following the agenda. If papers are not forwarded but are to be made available at the meeting, they may be mentioned in the agenda sent in advance of the meeting.

63. MINUTES OF MEETINGS

Minutes are a written record of a meeting. They are not a transcript of the discussions but are a concise, clear summary of the resulting conclusions and recommendations. Minutes often ^{state} indicate action to be taken on the conclusions or recommendations. Minutes of meetings may include these items:

- a. Identification of the group sponsoring the meeting.
- b. Title. The title may give the number of the meeting if the meeting is one of a series, and the name of the group holding the meeting or the subject discussed.
- c. Date, time, and place of the meeting.
- d. List of those present. The list ^{shall} ~~will~~ identify the chairman, members, alternates, and guests.
- e. Text. The text of the minutes is usually arranged by topics. Paragraphs may be identified by number and title to correspond to the agenda items. Minutes of the meeting of an intra-agency group, such as a staff meeting, may take the form of a "Record of Action." In this record, the action required and the individuals responsible for taking the action are shown, thus providing a ready reference for followup.

f. Identity of the secretary responsible for preparing the minutes.

g. Additional information. Items may be added to the minutes, showing the date of the next meeting, assignment of duties to specific members, or any other information not included in the text.

64. ~~STATIONERY FOR NOTICES, AGENDA, AND MINUTES~~

a. ~~Stationery.~~ Use plain white paper for notices, agenda, and minutes unless instructed otherwise. Formally organized groups sometimes use appropriately printed stationery. ~~for notices, minutes, and so forth.~~

b. ~~Copies.~~ Whenever notices, agenda, or minutes are to be duplicated for distribution, you may type the material directly on a duplicating master. This master can be signed by the secretary or other official. If an ~~act-~~
~~ual~~ signature is needed on a record, prepare an original on plain paper and have it signed before typing the duplicating master. If an ~~actual~~ record signature is not needed, a duplicated copy may be filed instead of a signed original.

65. ~~LAYOUT OF NOTICES, AGENDA, AND MINUTES~~

a. ~~Margins.~~ Arrange notices and agenda of meetings on the page for best appearance. In typing minutes, observe the usual ^{one} ~~1~~-inch margins.

b. ~~Spacing.~~ At the top of the page, center identification of the sponsoring agency or group. Arrange the title, date, time, and place to use the available space most effectively. Single space a paragraph which explains the purpose of a meeting. Also single space the agenda, with double spaces between items. You may set up the text of minutes as shown in ^{figure 20} ~~the~~
~~exhibit at the end of this chapter.~~

unnecessary
since part
of chapter
title

6. DISTRIBUTION LIST

For groups that hold recurring meetings, keep an up-to-date distribution list of members and their alternates.

FEDERAL SERVICES ADMINISTRATION

PUBLIC BUILDINGS DEPARTMENT

**Notice of the first meeting of the Space Committee
for the New Building**

16 July 1963

9:30 a.m.

Room 105, National Headquarters Building

AGENDA

- 1. Description and background of the project**
- 2. Establishment of basic concepts for guidance of the Space Committee**
 - a. Major contents of the plans**
 - b. Permissive character of the plans**
 - c. Format of the plans**
- 3. Review of detailed outline of items suggested for the plans**
- 4. Establishment of subcommittees and work schedules**

Enclosures:

Condensed outline of plan

List of suggested subcommittees

Proposed schedule for the project

Figure
Exhibit 19: Agenda and Notice of Meeting

56

XERO
COPY

XERO
COPY

XERO
COPY

XERO
COPY

FEDERAL SERVICES ADMINISTRATION

RECORDS SERVICE OFFICE

Minutes of the first meeting of the Working Committee on the
U.S. Government Correspondence Manual

16 July 1963

9:30 a.m.

Room 111 Interior Building

Chairman: Herbert Wayne

Members present: List all those in attendance

1. Background of the project. The chairman explained the reasons for which the Second Hoover Commission recommended a standard correspondence manual for Government. Use of the same manual by Federal agencies would result in uniformity in correspondence practices; would require less training of typists, especially those transferring from one agency to another; would lower printing costs of manuals; and would make it unnecessary for new agencies to develop their own manuals.

2. Establishment of basic concepts

a. Major contents of the manual.....

b. Permissive character of the manual.....

c. Format of the manual.....

3. Review of detailed outline of subjects.....

4. Establishment of subcommittees and work schedules. The working Committee assigned members to subcommittees. The list of the members of each subcommittee is attached. The proposed schedule for the development of the manual will be discussed at the next meeting.

A. B. Notar
Recorder

Next meeting: 9:30 a.m., 10 August 1963

Room 111, Interior Building

Figure Exhibit 20: Minutes of Meeting

Deleted
recent
minutes
as
in
not
the
day

XERO
COPY

XERO
COPY

XERO
COPY

XERO
COPY

RECORDS AND CORRESPONDENCE HANDBOOK

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1963

Chapter VIII: REVIEW, CONCURRENCES, APPROVALS, AND SIGNING AUTHORITY

67. ~~ORIGINALS~~
1. INDICATING REVIEW AND CONCURRENCES.*where spaces for concuring signatures are not provided*a. Officials other than the originator shall indicate their review ^{of the document} by

initialing above their organizational designation at the bottom of the yellow official file copy. The date of initialing should also be shown.

The originator ~~will~~ ^{shall} initial over his typed name.

b. Concurrences may be indicated on the original and all copies of memo-
~~documents~~ ^{documents?} ~~randoms~~ which will not leave the Agency, when it is desired that concur-
 rences be made an integral part of the ~~correspondence~~ ^{document}. This method is
 particularly desirable when considerable coordination or concurrence is
 necessary outside the originating office, or when the signing official or
 the recipient of the memorandum may desire a record of concurrences by the
 officials' ² ~~names~~ ^{names} and titles.

To provide for these signatures, type the word "CONCURRENCE" flush with
 the left margin [?] four spaces below the signature line. Beginning five
 lines below the word "CONCURRENCE" even with the left margin, type a solid
 line for the signature of the official from whom concurrence is desired.
 Beneath this line type the official's title. To the right of the signa-
 ture line, type a solid line for the date ^{only} type the word "Date" beneath.

"CONCUR"

~~this line~~ Repeat this arrangement for each concurring signature desired.

Leave five spaces between each signature line. Example:

CONCURRENCES:

Director of Transportation

Date

Comptroller

Date

c. On correspondence prepared for signature of the ^{Director} DDI or DDCI, one of the ^{Executive?} two copies forwarded for retention in the Registry files ^{shall} will bear the signature and title of the originator and each concurring officer. The originator and concurring officials' signatures should be identified by the words "ORIGINATED BY" and "CONCURRENCES" respectively. The second copy for retention in the files of the ^{Executive Registry?} O/DDI and all other Agency copies need not bear the signatures. Typewritten names will suffice.

2. INDICATING APPROVAL AS AN INTEGRAL PART OF A MEMORANDUM

a. To eliminate preparing additional correspondence at approving levels, a space for the approving official's signature may be provided on the original and all copies of a memorandum which will not leave the Agency. An approval line is indicated by the word "APPROVED" in all caps begun one or two spaces to the right of the center of the page, and six spaces below the last signature line. Two or three spaces to the right of "APPROVED" ^{the approval line}

1.401?
23

Misc
&
From
sa well
question
whether
names
will be
typed

Form 14-15
only show
one ER
copy &
H/11-13
per 20
says on
for ER

Ex Dir
Comp?

~~and on the same line~~ type a solid line for the date. Center the word "Date" beneath the line. Two spaces below, type in the approving official's name in initial caps and center his title beneath. Example:

Signature of Signer

APPROVED: _____ Date _____
FOIAB3B

Deputy Director
~~(X component)~~
for X _____

b. ² Consider the following requirements, ^{must be observed} when an approval line is used:

(1) In addition to the original (which is usually returned to the originating official for necessary action) prepare a copy for retention by the approving official. Furnish ² two copies if the approving official is the Director or ^a one of his Deputies. ^{Director}

(2) Action of the approving official shall be indicated on all copies.

(3) Under no circumstances ^{shall the} ~~will~~ information or file copies be distributed until action has been taken by the approving official.

⁶ 3. RESPONSIBILITY FOR REVIEW AND CONCURRENCES

a. It is the originating official's responsibility to secure all necessary review and concurrences within his organizational element, and to provide adequate routing of the correspondence to other offices for concurrence.

¹ Provide ^{ing} adequate routing includes a review of the assembled correspondence to ensure that routing slips bear the names of every office concerned.

Where are spaces provided for initials? There shall be an example showing this.

b. Reviewing officials shall sign or initial originals or copies in the spaces provided. Qualified concurrences or nonconcurrences shall be indicated, and the reasons therefor typed to the right of the official's signature on the original and all copies of ^{the} memorandum. The copy for the reviewing official will be forwarded from the office of the signing official after the document is signed.

After a reviewing? concurring? official has signed,

c. It is the responsibility of ^{his} secretaries at concurring levels to type the names of ^{the} concurring officials, the date action was taken, and any other notations of concurrence or qualified concurrence ^{on} each copy of ~~a memorandum~~ that will not leave the Agency. The concurring official's signature shall be indicated above his title in the following manner:

FOIAB3B

/s/ [Redacted]
Director of Activities

Does this apply only to letters within the Agency?

4. AUTHORITY TO SIGN CORRESPONDENCE *Letters and Memos?*

The authority to sign for the Director of Central Intelligence has been delegated by the Director to certain Agency officials. Other authorizations to sign correspondence have been delegated at Deputy Director, Assistant Director, Office Chief, and subordinate levels. The following general rules apply:

Letters and memos?

a. Correspondence addressed horizontally shall be signed by an official at the same level as that of the addressee, or by a person to whom authority has been delegated.

2
Letters or memos
b. Correspondence directed upward shall be signed by or directed through the chief of the element immediately below that of the official to whom addressed.

Letters or memos
c. Correspondence directed downward shall be *S?* [signed by or] directed through the chief of the element immediately above that of the official to whom addressed.

would such correspondence ever be signed by him, except when he indicated it?
Yes

e.g. if DDS is writing to Chief Benefits & Services Division & Her should go through D/Pers but would it be signed by D/Pers?

10 spaces

It is recommended that the verbal agreement described herein be concluded officially.

5 spaces

FOIAB3B


Chief, Management Staff

4 spaces

CONCURRENCES:

Director of Reports

Date

General Counsel

Date

APPROVED: _____

Date


Deputy Director
(X component)-

FOIAB3B

Distribution:

- Original and 2 - Addressee
1 - D/R
1 - OGC
1 - C/Mgts
1 - file (with basic)

Figure

63

Exhibit 31: Concurrences and Approval

XERO
COPY

XERO
COPY

XERO
COPY

XERO
COPY

RECORDS AND CORRESPONDENCE HANDBOOK—

H HB 70-3
1963

TYPES OF
Check TX ENVELOPES AND MAILING

71. CHOICE OF ENVELOPES

When mail is prepared for transmittal it is important that the proper envelope is used to insure correct handling. Window envelopes should be used whenever possible. When a window envelope cannot be used, select a regular envelope of the appropriate size.

72. PENALTY INDICIA MAIL

1. TYPES

a. The Agency uses both penalty indicia (franked) and nonpenalty envelopes and labels. The penalty clause, "Penalty for Private Use to Avoid Payment of Postage \$300" appears in the upper right corner of the franked envelopes and labels. *are only of these envelopes (and labels?)*

b. The following penalty indicia and labels are available: (some contain preprinted Agency addresses)

~~PENALTY INDICIA~~

White envelopes, 8-7/8" x 3-7/8" and 9-1/2" x 4-1/8"
 White window envelopes, 8-7/8" x 3-7/8"
 Brown envelopes, 12" x 9-1/2"
 Labels, gummed, 5" x 3"

c. Insert from page 65 etc.

NONPENALTY ENVELOPES OTHER THAN CHAIN ENVELOPES

3. The following types of nonpenalty envelopes, other than chain envelopes, are available:
 a. The following types of nonpenalty envelopes, other than chain envelopes, are available:
 White envelopes, 3-1/2" x 6", 8-7/8" x 3-7/8", and 9-1/2" x 4-1/8"
 White, with opaque design inside, 8-7/8" x 3-7/8" and 9-1/2" x 4-1/8"
 White window envelopes, 8-7/8" x 3-7/8"
 White, Air Mail, red and blue border, 8-7/8" x 3-7/8" (both plain and with opaque design inside), and 9-1/2" x 4-1/8"
 Brown envelopes, various sizes, from 5-7/8" x 3-3/4" through 18" x 14-1/2"

WHITE PURPOSE, ENVELOPES with window pocket attached
 Brown, 12" x 10" and 16" x 10"

use of
b. ~~The Multi-Purpose Envelopes~~ ^{are} are encouraged ^{to} for internal routing. These envelopes ~~are designed with~~ ^{have} a window pocket attached to the outside to accommodate ^{hold} a courier receipt being used as an address label, or a 3"x5" card or paper on which the address is written. The envelopes may be reused by removing the addressed paper or card and inserting a new one properly addressed.

5. ~~E~~ CHAIN ENVELOPES.

(U.S. Government Messenger Envelope, Standard Form 65) ^{is a chain envelope that comes in} sizes 12"x9-1/2" and 16"x12".

These envelopes are
~~To be~~ ^{g?} used for sending material between Government [offices and] agencies unless prohibited by security or operational requirements. When using the chain envelope, enter the Stop Number for the addressee's agency in the space labeled "Stop".

between offices with incoming agency files

Indef as per 2C on page 64

~~2-USE~~

The use of penalty indicia is a matter of convenience and economy to the Government. Official mail qualifying for transmission under penalty indicia is broadly limited to official letter correspondence and enclosures that are reasonably related to the subject matter of the correspondence.

(1) Penalty indicia should not be used for:

(a) Mail on which additional postage is required, ^{such} as airmail, mail for most foreign countries, or mail weighing over four pounds.

conditions with page 100

- Insert (original) on page 44*
- (b) Personal correspondence and other unofficial mail even though ^{if} a postage stamp is affixed over the penalty clause.
 - (c) Inner envelopes used for double sealed material.
 - (d) Mail sent outside the ^{1.5} Post Office channels ^{1.2} (by messenger or courier).
 - (2) In addition, do not place a franked label on a franked envelope.

RECEIVED AND CORRESPONDENCE HANDBOOK

HB 70-3
1963Chapter X: ADDRESSING MAIL ENVELOPES73
2. ADDRESSING ENVELOPES FOR TRANSMITTAL OUTSIDE CIA

a. In addressing an envelope, begin the typing at approximately one-half the depth and one-half the width of the envelope. Single space the name and address in block style. The envelope address ^{is} will be the same as the address on the letter it carries.

Does the address on the letter include a Stop Number? (cf. 69-20)

a. If correspondence is to be dispatched by special delivery or registered mail, type the words "SPECIAL DELIVERY" or "REGISTERED MAIL" in all caps four spaces above, and flush with, the address.

b. If correspondence is to be dispatched by ~~AIR MAIL~~, no special instructions are necessary provided an ~~air~~ mail envelope is used. If an ~~air~~ mail envelope is not ^{used} available, use a plain white envelope without a penalty indicia. Type the words "AIR MAIL" in all caps four spaces above, and flush with, the address.

airmail envelopes are usually a case to check

c. ~~Inter-Agency Mail~~ - If contents of mail being sent to another Government agency ^{in the Washington area?} is unclassified, indicate on the envelope the addressee, the room, and Stop Number. ^{(Insert from page 69) Show} Do not use a franked envelope. (Delivery is made by U.S. Official Mail and Messenger Service.)

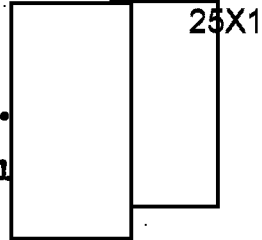
cf. 77-4

d. If ^{mail being sent to another Government agency in the Washington area?} correspondence is classified, attach Form 240, Courier Receipt. ^{Show} ^{Do not address the envelope to?} indicate the room number and building. Do not include ^{this} Stop number. (Delivery is made by courier.)

What about CIA's mail going outside the Washington area?

74
2. ADDRESSING INTER~~OFFICE~~ OFFICE MAIL

The incorrect addressing of inter~~office~~ office mail results in transmission delays and places an unwarranted burden on the courier^{3?} [messenger] service. Personnel forwarding material shall ensure that addresses contain the following information^{is shown:}



- a. Office of origin.
- b. Office designation of ^{the} addressee (position title or name may be added if desired).
- c. Building designation.
- d. Room number.

In the few instances where it is necessary to expedite delivery, the envelope or package may be marked "Direct Delivery" or "Delivery to Addressee," in addition to ^{the} information required in a, through d, above.



CORRESPONDENCE HANDBOOK

HB 70-3
1963CHAPTER XI: FORMS OF ADDRESS, SALUTATION, AND
COMPLIMENTARY CLOSE75
1. ~~INTRODUCTION~~ GENERAL

The form of address, salutation, and complimentary close is frequently based on the background, experience, and personal relationship of the person signing the letter and the person receiving the letter, as well as on its purpose.

a. The examples given in this chapter are conventional forms in general use. They may be varied under certain conditions. For example, "Honorable" may be replaced by a title such as "General," "Dr.," or "His Excellency." All Presidential appointees and Federal and State elective officials are addressed as "Honorable." As a general rule, county and city officials, with the exception of mayors, are not addressed as "Honorable." A person once entitled to ^{a title such as} "Judge," "General," "Honorable," ("His Excellency," or) ~~a similar distinctive title~~ may retain the title throughout his lifetime.

b. In salutations to persons in positions that may be held by men or by women, only the title "Mr." is shown in the examples given here. When a woman occupies the position, the title "Madam" is substituted for "Mr." before such formal terms as "President," "Vice President," "Chairman," "Secretary," "Ambassador," and "Minister." The title "Miss" or "Mrs." is substituted for "Mr." when the surname rather than a formal title follows.

~~When interagency mail is to be delivered in Washington, D. C., by the official mail and messenger service, "Washington, D. C." may be omitted from the letter and the envelope.~~

Insert
page
67

meaning?

?

Open punctuation is used in addresses. Figures are used for numbered addresses and for numbered streets designated by the ordinals beginning with 10th. Numbered streets designated by ordinals below 10th are spelled out. Additional ZIP Code Numbers may be obtained from the Agency's Mail Room.

<u>Addressee</u>	<u>Address on Letter and Envelope</u>	<u>Salutation and Complimentary Close</u>
2. THE WHITE HOUSE		
The President	The President The White House Washington, D.C. 20501	Dear Mr. President: Respectfully yours,
Wife of the President	Mrs. (full name) The White House Washington, D.C. 20501	Dear Mrs. (surname): Sincerely yours,
Assistant to the President	Honorable (full name) Assistant to the President The White House Washington, D.C. 20501	Dear Mr. (surname): Sincerely yours,
Secretary to the President	Honorable (full name) Secretary to the President The White House Washington, D.C. 20501	Dear Mr. (surname): Sincerely yours,
Secretary to the President (with military rank)	(Full rank) (full name) Secretary to the President The White House Washington, D.C. 20501	Dear (rank) (surname): Sincerely yours,

7. THE VICE PRESIDENCY

The Vice President	The Vice President United States Senate Washington, D.C. 20510	Dear Mr. Vice President: Sincerely yours,
The President of the Senate	Honorable (full name) President of the Senate Washington, D.C. 20510	Dear Mr. President: Sincerely yours,

<u>Addressee</u>	<u>Address on Letter and Envelope</u>	<u>Salutation and Complimentary Close</u>
74 X. THE FEDERAL JUDICIARY		
The Chief Justice	The Chief Justice of the United States The Supreme Court of the United States Washington, D.C. 20543	Dear Mr. Chief Justice: Sincerely yours,
Associate Justice	Mr. Justice (surname) The Supreme Court of the United States Washington, D.C. 20543	Dear Mr. Justice: Sincerely yours,
Retired Justice	Honorable (full name) (Local Address)	Dear Mr. Justice: Sincerely yours,
Presiding Justice	Honorable (full name) Presiding Justice (Name of court) (Local address)	Dear Mr. Justice: Sincerely yours,
Judge of a Court	Honorable (full name) Judge of the (name of court; if a U.S. district court, give district) (Local address)	Dear Judge (surname): Sincerely yours,
Clerk of a Court	Mr. (full name) Clerk of the (name of court; if a U.S. district court, give district) (Local address)	Dear Mr. (surname): Sincerely yours,
75 B. THE CONGRESS		
Committee Chairman, United States Senate	Honorable (full name) Chairman, Committee on (name) United States Senate Washington, D.C. 20510	Dear Mr. Chairman: Sincerely yours,
Chairman of a Joint Committee	Honorable (full name) Chairman, Joint Committee on (name) Congress of the United States Washington, D.C. 20515	Dear Mr. Chairman: Sincerely yours,

<u>Addressee</u>	<u>Address on Letter and Envelope</u>	<u>Salutation and Complimentary Close</u>
Subcommittee Chairman, United States Senate	Honorable (full name) Chairman, Subcommittee on (name) (Name of parent committee) United States Senate Washington, D.C. 20510	Dear Senator (surname): Sincerely yours,
Senator (Washington, D.C., office)	Honorable (full name) United States Senate Washington, D.C. 20510	Dear Senator (surname): Sincerely yours,
(away from Washington, D.C.)	Honorable (full name) United States Senator (Local address)	Dear Senator (surname): Sincerely yours,
Senator-elect	Honorable (full name) Senator-elect United States Senate Washington, D.C. 20510	Dear Mr. (surname): Sincerely yours,
Former Senator	Honorable (full name) (Local address)	Dear Senator (surname): Sincerely yours,
Office of a deceased Senator	Secretary to the late Senator (full name) United States Senate Washington, D.C. 20510	Dear Mr. (surname): Sincerely yours,
Speaker of the House of Representatives	Honorable (full name) Speaker of the House of Representatives Washington, D.C. 20515	Dear Mr. Speaker: Sincerely yours,
Committee Chairman, House of Representatives	Honorable (full name) Chairman, Committee on (name) House of Representatives Washington, D.C. 20515	Dear Mr. Chairman: Sincerely yours,
Subcommittee Chairman, House of Representatives	Honorable (full name) Chairman, Subcommittee on (name) (Name of parent committee) House of Representatives Washington, D.C. 20515	Dear Mr. (surname): Sincerely yours,

<u>Addressee</u>	<u>Address on Letter and Envelope</u>	<u>Salutation and Complimentary Close</u>
Representative (Washington, D.C., office)	Honorable (full name) House of Representatives Washington, D.C. 20515	Dear Mr. (surname): Sincerely yours,
(away from Washington, D.C.)	Honorable (full name) Member, United States House of Representatives (Local address)	Dear Mr. (surname): Sincerely yours,
Representative-elect	Honorable (full name) Representative-elect House of Representatives Washington, D.C. 20515	Dear Mr. (surname): Sincerely yours,
Representative at Large	Honorable (full name) House of Representatives Washington, D.C. 20515	Dear Mr. (surname): Sincerely yours,
Former Representative	Honorable (full name) (Local address)	Dear Mr. (surname): Sincerely yours,
Office of a deceased Representative	Secretary to the late (full name) House of Representatives Washington, D.C. 20515	Dear Mr. (surname): Sincerely yours,
Resident Commissioner	Honorable (full name) Resident Commissioner from (name of area) House of Representatives Washington, D.C. 20515	Dear Mr. (surname): Sincerely yours,

B. LEGISLATIVE AGENCIES

Librarian of Congress (Head of the Library of Congress)	Honorable (full name) Librarian of Congress Library of Congress Washington, D.C. 20540	Dear Mr. (surname): Sincerely yours,
Comptroller General (Head of the General Accounting Office)	Honorable (full name) Comptroller General of the United States General Accounting Office Washington, D.C. 20548	Dear Mr. (surname): Sincerely yours,
Public Printer (Head of the U.S. Government Printing Office)	Honorable (full name) Public Printer U.S. Government Printing Office Washington, D.C. 20401	Dear Mr. (surname): Sincerely yours,

<u>Addressee</u>	<u>Address on Letter and Envelope</u>	<u>Salutation and Complimentary Close</u>
7. EXECUTIVE DEPARTMENTS		
Members of the Cabinet addressed as "Secretary"	Honorable (full name) Secretary of (name of Department)* Washington, D.C.**	Dear Mr. Secretary: Sincerely yours,
Postmaster General (Head of the Post Office Department)	Honorable (full name) Postmaster General Washington, D.C. 20260	Dear Mr. Postmaster General: Sincerely yours,
Attorney General (Head of the Department of Justice)	Honorable (full name) Attorney General Washington, D.C. 20530	Dear Mr. Attorney General: Sincerely yours,
Under Secretary of a Department	Honorable (full name) Under Secretary of (name of Department) Washington, D.C.**	Dear Mr. (surname): Sincerely yours,
Deputy Secretary of a Department	Honorable (full name) Deputy Secretary of (name of Department) Washington, D.C.**	Dear Mr. (surname): Sincerely yours,
Assistant Secretary of a Department	Honorable (full name) Assistant Secretary of (name of Department) Washington, D.C.**	Dear Mr. (surname): Sincerely yours,

8. INDEPENDENT AGENCIES

Director of the Bureau of the Budget	Honorable (full name) Director, Bureau of the Budget Washington, D.C. 20503	Dear Mr. (surname): Sincerely yours,
Head of a Federal Agency, Authority, or Board	Honorable (full name) (Title), (name of agency) Washington, D.C.**	Dear Mr. (surname): Sincerely yours,
Head of a major organization within an agency (if the official is appointed by the President)	Honorable (full name) (Title), (name of organization) (Name of agency) Washington, D.C.**	Dear Mr. (surname): Sincerely yours,

** Include appropriate ZIP Code Number with each address.

** Titles for Cabinet Secretaries are: Secretary of State, Secretary of the Treasury, Secretary of Defense, Secretary of the Interior, Secretary of Agriculture, Secretary of Commerce, Secretary of Labor, and Secretary of Health, Education, and Welfare.

<u>Addressee</u>	<u>Address on Letter and Envelope</u>	<u>Salutation and Complimentary Close</u>
President of a Commission	Honorable (full name) President, (name of commission) Washington, D.C.*	Dear Mr. (surname): Sincerely yours,
Chairman of a Commission	Honorable (full name) Chairman, (name of com- mission) Washington, D.C.*	Dear Mr. Chairman: Sincerely yours,
Member of a Commission	Honorable (full name) Member, (name of com- mission) Washington, D.C.*	Dear Mr. (surname): Sincerely yours,
Chairman of a Board	Honorable (full name) Chairman, (name of board) Washington, D.C.*	Dear Mr. Chairman: Sincerely yours,
83. 9. AMERICAN MISSIONS		
American Ambassador	Honorable (full name) American Ambassador (City), (country)	Sir: (formal) Dear Mr. Ambassador: (informal) Very truly yours, (formal) Sincerely yours, (informal)
American Ambassador (with military rank)	(Full rank) (full name) American Ambassador (City), (country)	Sir: (formal) Dear Mr. Ambassador: or Dear (rank) (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)
American Minister	Honorable (full name) American Minister (City), (country)	Sir: (formal) Dear Mr. Minister: (informal) Very truly yours, (formal) Sincerely yours, (informal)

* Include appropriate ZIP Code Number with each address.

<u>Addressee</u>	<u>Address on Letter and Envelope</u>	<u>Salutation and Complimentary Close</u>
American Minister (with military rank)	(Full rank) (full name) American Minister (City), (country)	Sir: (formal) Dear Mr. Minister: or Dear (rank) (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)
10. MISSIONS TO THE UNITED STATES		
Foreign Ambassador in the United States	His Excellency (Full name) Ambassador of (country) (Local address)	Excellency: (formal) Dear Mr. Ambassador: (informal) Very truly yours, (formal) Sincerely yours, (informal)
Foreign Minister in the United States	Honorable (full name) Minister of (country) (Local address)	Sir: formal Dear Mr. Minister: (informal) Very truly yours, (formal) Sincerely yours, (informal)
Foreign Chargé d'Affaires in the United States	Mr. (full name) Chargé d'Affaires of (country) (Local address)	Sir: (formal) Dear Mr. Chargé d'Affaires: (informal) Very truly yours, (formal) Sincerely yours, (informal)
11. THE ORGANIZATION OF AMERICAN STATES		
Secretary General of the Organization of American States	Honorable (full name) Secretary General of the Organization of American States Pan American Union Washington, D.C. 20006	Sir: (formal) Dear Mr. Secretary General: or Dear Mr. (Dr.) (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)

<u>Addressee</u>	<u>Address on Letter and Envelope</u>	<u>Salutation and Complimentary Close</u>
Assistant Secretary General of the Organization of American States	Honorable (full name) Assistant Secretary General of the Organization of American States Pan American Union Washington, D.C. 20006	Sir: (formal) Dear Mr. (Dr.) (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)
United States Representative on the Council of the Organization of American States	Honorable (full name) United States Representative on the Council of the Organization of American States Department of State Washington, D.C. 20520	Sir: (formal) Dear Mr. (Dr.) (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)

86 12. ^{THE} UNITED NATIONS

Communications to the United Nations are addressed to the United States Representative to the United Nations, through the Department of State. Exceptions which are sent direct to the United States Representative include: those intended for the Economic and Social Council, the Disarmament Commission, the Trusteeship Council, and the delegation to the General Assembly (when it is in session). Direct communication with the United Nations is inappropriate unless exceptions arise. Where it is necessary, the communication should be sent to the Secretary General of the United Nations through the United States Representative by means of a covering letter.

Secretary General of the United Nations	His Excellency (Full name) Secretary General of the United Nations New York, New York 10016	Excellency: (formal) Dear Mr. Secretary General: (informal) Very truly yours, (formal) Sincerely yours, (informal)
United States Representative to the United Nations	Honorable (full name) United States Representative to the United Nations New York, New York 10016	Sir: (formal) Dear Mr. (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)

<u>Addressee</u>	<u>Address on Letter and Envelope</u>	<u>Salutation and Complimentary Close</u>
Chairman, United States Delegation to the United Nations Military Staff Committee	Honorable (full name) Chairman, United States Delegation United Nations Military Staff Committee United States Mission to the United Nations New York, New York 10016	Sir: (formal) Dear Mr. (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)
Senior Representative of the United States to the General Assembly of the United Nations	Honorable (full name) Senior Representative of the United States to the General Assembly of the United Nations New York, New York 10016	Sir: (formal) Dear Mr. (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)
Senior Military Adviser to the United States Dele- gation to the United Nations General Assembly	(Full rank) (full name) Senior Military Adviser United States Delegation to the United Nations General Assembly New York, New York 10016	Dear (rank) (surname): Sincerely yours,
? United States Representative (to the Economic and Social Council	Honorable (full name) United States Repre- sentative on the Eco- nomic and Social Coun- cil of the United Nations New York, New York 10016	Sir: (formal) Dear Mr. (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)
? United States Representative (to the United Nations Dis- armament Commission	Honorable (full name) United States Represent- ative on the Disarmament Commission of the United Nations New York, New York 10016	Sir: (formal) Dear Mr. (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)
? United States Representative (to the Trusteeship Council	Honorable (full name) United States Represent- ative on the Trustee- ship Council of the United Nations New York, New York 10016	Sir: (formal) Dear Mr. (surname): (informal) Very truly yours, (formal) Sincerely yours, (informal)

<u>Addressee</u>	<u>Address on Letter and Envelope *</u>	<u>Salutation and Complimentary Close</u>
23. STATE AND LOCAL GOVERNMENTS		
Governor of a State	Honorable (full name) Governor of (name) (City), (State)	Dear Governor (surname): Sincerely yours,
Acting Governor of a State	Honorable (full name) Acting Governor of (name) (City), (State)	Dear Mr. (surname): Sincerely yours,
Lieutenant Governor of a State	Honorable (full name) Lieutenant Governor of (name) (City), (State)	Dear Mr. (surname): Sincerely yours,
Secretary of State of a State	Honorable (full name) Secretary of State of (name) (City), (State)	Dear Mr. Secretary: Sincerely yours,
Chief Justice of the Supreme Court of a State	Honorable (full name) Chief Justice Supreme Court of the State of (name) (City), (State)	Dear Mr. Chief Justice: Sincerely yours,
Attorney General of a State	Honorable (full name) Attorney General State of (name) (City), (State)	Dear Mr. Attorney General: Sincerely yours,
Treasurer, Comptroller, or Auditor of a State	Honorable (full name) State Treasurer (Comptroller)(Auditor) State of (name) (City), (State)	Dear Mr. (surname): Sincerely yours,
President of the Senate of a State	Honorable (full name) President of the Senate of the State of (name) (City), (State)	Dear Mr. (surname): Sincerely yours,
State Senator	Honorable (full name) (Name of State) Senate (City), (State)	Dear Mr. (surname): Sincerely yours,
Speaker of the House of Representatives or the Assembly or the House of Delegates of a State	Honorable (full name) Speaker of the House of Representatives (or Assembly or House of Delegates) of the State of (name) (City), (State)	Dear Mr. (surname): Sincerely yours,

* Include appropriate ZIP Code Number with each address

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<u>Addressee</u>	<u>Address on Letter and Envelope *</u>	<u>Salutation and Complimentary Close</u>
State Representative, Assemblyman, or Delegate	Honorable (full name) (Name of State) House of Representatives (or Assembly or House of Delegates) (City), (State)	Dear Mr. (surname): Sincerely yours,
Mayor	Honorable (full name) Mayor of (name of city) (City), (State)	Dear Mayor (surname): Sincerely yours,
President of a Board of Commissioners	Honorable (full name) President, Board of Com- missioners of (name of city) (City), (State)	Dear Mr. (surname): Sincerely yours,
<p>28 74. ECCLESIASTICAL ORGANIZATIONS</p>		
Minister, Pastor, or Rector (with doctoral degree)	The Reverend (full name) (Title), (name of church) (Local address)	Dear Dr. (surname): Sincerely yours,
Minister, Pastor, or Rector (without doctoral degree)	The Reverend (full name) (Title), (name of church) (Local address)	Dear Mr. (surname): Sincerely yours,
Rabbi (with doctoral degree)	Rabbi (full name) (Local address)	Dear Dr. (surname): or Dear Rabbi (surname): Sincerely yours,
Rabbi (without doctoral degree)	Rabbi (full name) (Local address)	Dear Rabbi (surname): Sincerely yours,
Catholic Cardinal	His Eminence (Christian name) Cardinal (surname) Archbishop of (province) (Local address)	Your Eminence: (formal) Dear Cardinal (surname): (informal) Sincerely yours,
Catholic Archbishop	The Most Reverend (full name) Archbishop of (province) (Local address)	Your Excellency: (formal) Dear Archbishop (surname): (informal) Sincerely yours,
Catholic Bishop	The Most Reverend (full name) Bishop of (province) (Local address)	Your Excellency: (formal) Dear Bishop (surname): (informal) Sincerely yours,

* Include appropriate ZIP Code Number with each address.

<u>Addressee</u>	<u>Address on Letter and Envelope *</u>	<u>Salutation and Complimentary Close</u>
Catholic Monsignor (Higher rank)	The Right Reverend Monsignor (full name) (Local address)	Right Reverend Monsignor: (formal) Dear Monsignor (surname): (informal) Sincerely yours,
Catholic Monsignor (Lower rank)	The Very Reverend Monsignor (full name) (Local address)	Very Reverend Monsignor: (formal) Dear Monsignor (surname): (informal) Sincerely yours,
Catholic Priest	The Reverend (full name) (add initials of order, if any) (Local address)	Reverend Sir: (formal) Dear Father (surname): (informal) Sincerely yours,
Catholic Mother Superior of an Institution	Mother (name), (initials of order, if used) Superior, (name of institution) (Local address)	Dear Mother (name): Sincerely yours,
Catholic Sister	Sister (full name) (Name of organization) (Local address)	Dear Sister (full name): Sincerely yours,
Catholic Brother	Brother (full name) (Name of organization) (Local address)	Dear Brother (given name): Sincerely yours,
Mormon Bishop	Bishop (full name) Church of Jesus Christ of Latterday Saints (Local address)	Sir: (formal) Dear Bishop (surname): (informal) Sincerely yours,
Protestant Episcopal Bishop	The Right Reverend (full name) Bishop of (name) (Local address)	Right Reverend Sir: (formal) Dear Bishop (surname): (informal) Sincerely yours,
Protestant Episcopal Dean	The Very Reverend (full name) Dean of (church) (Local address)	Very Reverend Sir: (formal) Dear Dean (surname): (informal) Sincerely yours,

* Include appropriate ZIP Code Number with each address.

<u>Addressee</u>	<u>Address on Letter and Envelope *</u>	<u>Salutation and Complimentary Close</u>
Methodist Bishop	The Reverend (full name) Methodist Bishop (Local address)	Reverend Sir: (formal) Dear Bishop (surname): (informal) Sincerely yours,
Chaplain (military services)	Chaplain (full name) (Rank, service designation) (Post office address of organization and station) (Local address)	Dear Chaplain (surname): Sincerely yours,
<p>68 15. MILITARY SERVICES</p> <p>a. Army, Air Force, Marine Corps</p>		
General, Lieutenant General, Major General, Brigadier General	(Full rank) (full name) (abbreviation of service designation) (Post office address of organization and station)	Dear General (surname): Sincerely yours,
Colonel, Lieutenant Colonel	(Same as above)	Dear Colonel (surname): Sincerely yours,
Major	(Same as above)	Dear Major (surname): Sincerely yours,
Captain	(Same as above)	Dear Captain (surname): Sincerely yours,
First Lieutenant, Second Lieutenant	(Same as above)	Dear Lieutenant (surname): Sincerely yours,
Chief Warrant Officer, Warrant Officer	(Same as above)	Dear Mr. (surname): Sincerely yours,
? Master Sergeant, Sergeant Major, Sergeant First Class, Platoon Sergeant, Technical Sergeant, Staff Sergeant, Sergeant	(Full rank?) (full name?) (Post office address of organization and station) (Same as above)?	Dear Sergeant (surname): Sincerely yours,
Corporal	(Same as above)	Dear Corporal (surname): Sincerely yours,

* Include appropriate ZIP Code Number ⁱⁿ with each address.

<u>Addressee</u>	<u>Address on Letter and Envelope *</u>	<u>Salutation and Complimentary Close</u>
Specialist, classes 4 to 9	<i>Write out</i> (Same as above)	Dear Specialist (surname): Sincerely yours,
Private First Class, Private	(Same as above)	Dear Private (surname): Sincerely yours,
Recruit	(Same as above)	Dear Recruit (surname): Sincerely yours,
Airman First Class, Airman Second Class, Airman Third Class, Basic Airman	(Same as above)	Dear Airman (surname): Sincerely yours,
Retired Officer	(Full rank) (full name) (abbreviation of service designation), Retired (Local address)	Dear (rank) (surname): Sincerely yours,
b. Navy, Coast Guard		
Admiral, Vice Admiral, Rear Admiral	(Full rank) (full name) (abbreviation of service designation) (Post office address of organization and station)	Dear Admiral (surname): Sincerely yours,
Commodore	(Same as above)	Dear Commodore (surname): Sincerely yours,
Captain	(Same as above)	Dear Captain (surname): Sincerely yours,
Commander	(Same as above)	Dear Commander (surname): Sincerely yours,
Lieutenant Commander, Lieu- tenant, Lieutenant (jg), Ensign, Chief Warrant Officer, enlisted man	(Same as above)	Dear Mr. (surname): Sincerely yours,
Retired officer	(Full rank) (full name) (abbreviation of service designation), Retired (Local address)	Dear (rank) (surname): Sincerely yours,

* Include appropriate ZIP Code Number *in* with each address.

<u>Addressee</u>	<u>Address on Letter and Envelope*</u>	<u>Salutation and Complimentary Close</u>
c. Service Academy Members		
Army or Coast Guard Cadet	Cadet (full name) (Local address)	Dear Cadet (surname): Sincerely yours,
Navy Midshipman	Midshipman (full name) (Local address)	Dear Midshipman (surname): Sincerely yours,
Air Force Air Cadet	Air Cadet (full name) (Local address)	Dear Air Cadet (surname): Sincerely yours
16. CORPORATIONS, COMPANIES, AND FEDERATIONS		
A company or a corporation	(Name of company or corporation) (Local address)	Gentlemen (or Sirs): Sincerely yours,
A federation	(Name of official) (Title), (name of federation) (Local address)	Dear Mr. (surname): Sincerely yours,
17. PRIVATE CITIZENS		
President of a university or college (with doctoral degree)	Dr. (full name) President, (name of institution) (Local address)	Dear Dr. (surname): Sincerely yours,
President of a university or college (without doctoral degree)	Mr. (full name) President, (name of institution) (Local address)	Dear Mr. (surname): Sincerely yours,
Dean of a school (with doctoral degree)	Dr. (full name) Dean, School of (name) (Name of institution) (Local address)	Dear Dr. (surname): Sincerely yours,
Dean of a school (without doctoral degree)	Dean (full name) School of (name) (Name of institution) (Local address)	Dear Dean (surname) Sincerely yours,

* Include appropriate ZIP Code Number ⁱⁿ with each address.

<u>Addressee</u>	<u>Address on Letter and Envelope *</u>	<u>Salutation and Complimentary Close</u>
Professor (with doctoral degree)	Dr. or Professor (full name) Department of (name) (Name of institution) (Local address)	Dear Dr. (surname): or Dear Professor (surname): Sincerely yours,
Professor (without doctoral degree)	Professor (full name) Department of (name) (Name of institution) (Local address)	Dear Professor (surname): Sincerely yours,
Associate Professor or Assistant Professor	Mr. (full name) Associate (or Assistant) Professor Department of (name) (Name of institution) (Local address)	Dear Professor (surname): Sincerely yours,
Physician	(Full name), M.D. (Local address)	Dear Dr. (surname): Sincerely yours,
Lawyer	Mr. (full name) Attorney at Law (Local address)	Dear Mr. (surname): Sincerely yours,
One individual	Mr. (full name) Mrs. (full name) Miss (full name)	Dear Mr. (surname) Dear Mrs. (surname) Dear Miss (surname) Sincerely yours,
Two individuals <i>Name only, one when addressing two?</i>	Mr. and Mrs. (full name) Mr. (full name) Messrs. (full names) Mrs. (full name) Miss (full name) Mrs. (full name) Mr. (full name)	Dear Mr. and Mrs. (surname): Dear Mr. (surname) and Mr. (surname): Dear Mrs. (surname) and Miss (surname): Dear Mrs. (surname) and Mr. (surname): Sincerely yours,
Three or four individuals	Messrs. (surnames) Mesdames (surnames) Misses (full names) or (given names and surname) or The Misses (surname)	Gentlemen: or Sirs: Mesdames: Dear Misses (surnames): or (surname): Sincerely yours,

* Include appropriate ZIP Code Number ⁱⁿ with each address.

RECORDS AND CORRESPONDENCE HANDBOOK

HEB 70-3

1969

and DATING

CHAPTER VII: ASSEMBLING, AND FORWARDING CORRESPONDENCE

91. ASSEMBLING CORRESPONDENCE

a. Final responsibility for the correct assembly of correspondence rests with the originator. ^{Figure} (See Exhibit 22) Correspondence correctly assembled

will include the following items, as appropriate, in the sequence indicated:

- From 2 Miriam say these instructions do not agree with those given him before*
- Form 610*
- (1) Transmittal or routing slip; Routing and Record Sheet, or Control and Cover Sheet, as appropriate.
- Form - ?*
- (2) Brief for the Director or Deputy Director of Central Intelligence, if required. *correspondence is for his signature.*
- with enclosure?*
- (3) Original and courtesy copy, if any, clipped together, (On external correspondence protect ^{the} original with thin tissue).
- Form 239, Request for Postage*
- (4) Addressed franked or plain envelope, as appropriate, for the original and courtesy copy, with postage slip attached if required (see sub-paragraph - *Kidno*).
- Form 239*
- (5) Information copies for addressees outside CIA, with addressed envelopes and completed postage slips attached, if required.
- and*
- (6) Information copies ^{if any} (ex; concurring officials' copies) for distribution within the Agency, with addressed routing slips stapled to the copy ^{each} except as provided in sub-paragraph b(3) below.
- (7) Official file copy (yellow tissue).

XERO COPY

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and its?

(8) Original incoming correspondence, enclosures, etc., and any other material to be attached to the official file copy as part of the official file on the correspondence.

(9) Extra copy (or copies) for the Director or Deputy Director of Central Intelligence. If the signing official is either the ^{Director} DCI or ^{Deputy Director} DDCI and the official file copy is to be retained at either of these levels, prepare an additional copy on plain white tissue. However, if the official file copy of correspondence is to be retained at another level, prepare two extra copies on plain white tissue for the DCI or DDCI.

This should be in Chapter III

(10) Alphabetical Name Index copy (plain pink tissue) if an alphabetical cross-file is desired.

*pink tissue
new +
mentioned
in Chas II, p. 3
of Chap III, p. 3*

*"return copy"
is in
mention in
Chas II, p. 3
as figures
in column
as signed copy
D. for
"hold back" copy*

(11) Return copy (if desired) with addressed routing slip for its return.

(12) Reference material for return to reference sources.

(13) "Hold Back" copy (if desired).

*One woman
has been
- had more
- prepared
add to part*

b. In addition to the foregoing:

(1) The original and ^{each copy?} [copies] of each Top Secret document shall be covered by a Control and Cover Sheet, Form 26, for Top Secret Document.

*Does one copy
of the form
suffice for
the original
and copies?
The TS sec?*

(2) A completed ^{Form?} Document Receipt ^{shall} will be attached to each original or copy requiring a receipt in accordance with ^{HR 10-25,} current CIA Security Regulations.

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(3) Copies for distribution within the Agency ^{shall} ~~will~~ be designated by a check mark beside the office designations ^{listed} indicated under "Distribution." ~~If the distribution of~~ ^{If the above} ~~copies is within an office~~ ^{and such a} means of indicating distribution is adequate for routing, ^{those} routing slips need not be attached to the copies.

(4) Enclosures shall be attached by clips to the original or copies transmitting them.

explain
(5) Assembly reference ^{identifying each copy?} ~~tabs~~ ^{shall} will be attached whenever their use will expedite the review and approval of correspondence. DCI signature tabs should not be attached ^{to} in office of origin; ~~these~~ ^{they} will be attached in O/DCI.

(6) The completed assembly should include all necessary routing slips, envelopes, receipts, and postage slips, properly completed and attached to ^{the appropriate} ~~respective~~ material.

*2/2/74
Mr. [unclear]
[unclear]*

(7) Material shall be fastened together with paper clips and made a part of the completed assembly by spring clips, if necessary. Staples should be used with discretion, consideration being given to the amount and type of handling the correspondence may receive.

(8) If it is anticipated that correspondence will receive considerable handling, a backing sheet of bond paper or heavier stock should be attached to protect the back pages.

g2. FORWARDING CORRESPONDENCE

my first-class level intended?
a. Assembled correspondence ^{shall} ~~will~~ be forwarded through channels prescribed by directives issued ^{by individual components.} at office levels. Correspondence for the signature of either the Director or Deputy Director of Central Intelligence ~~will~~ ^{shall} be forwarded through channels to the Executive Registry. Only transmittal media complying with the security requirements of ^{HR 10-25} ~~current CIA Security~~ Regulations ^{shall} ~~will~~ be used.


State here on page 65 but not later
b. Envelopes used in forwarding correspondence and other material within the Agency shall be sealed by the gumming on envelope flaps. Scotch tape or staples ^{shall} ~~will~~ not be used to seal envelopes. ~~The Multi-Purpose envelopes shall be used wherever possible. The courier receipt will be inserted within the pocket attached to the outside of the envelope and will serve as the address label. In addition, extreme care should be exercised when courier receipts and other slips are stapled to envelopes containing material. Material should be free for removal and should not be damaged by the penetration of staples.~~

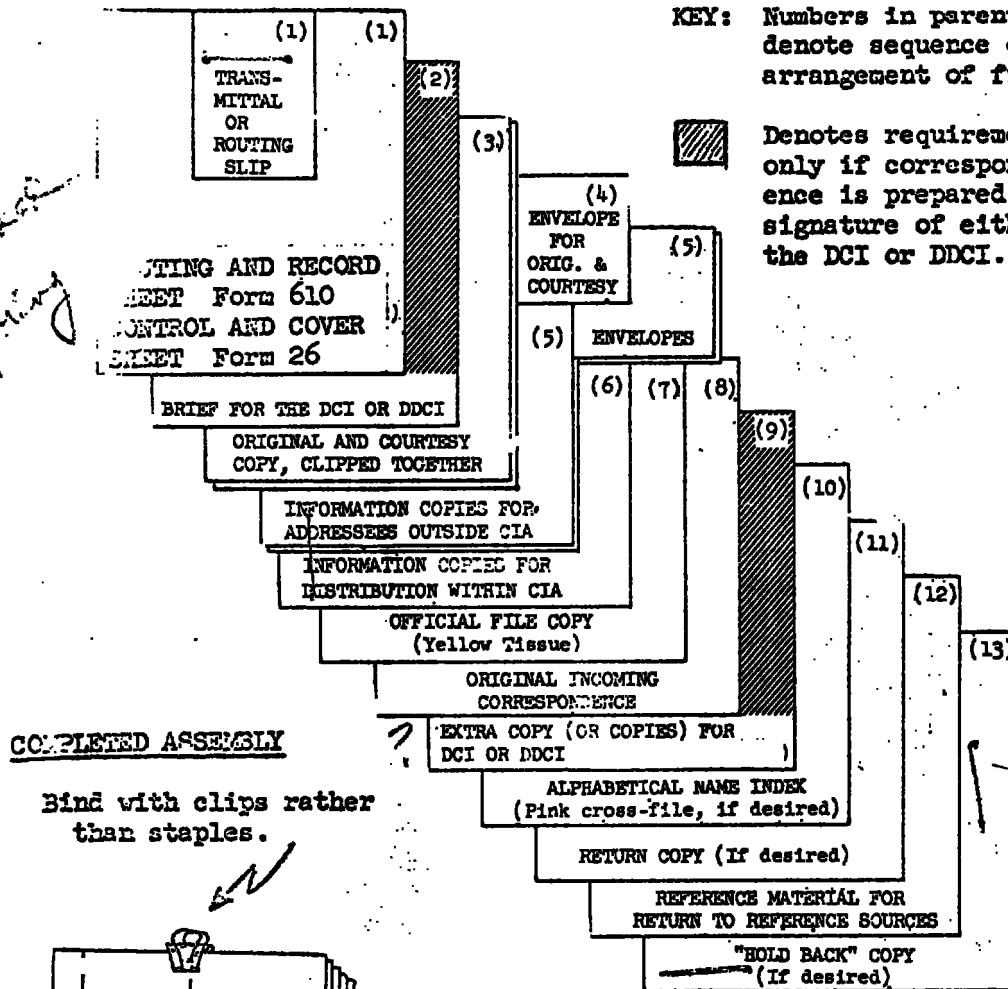
~~CORRESPONDENCE HANDBOOK~~

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COMPONENTS OF THE ASSEMBLY

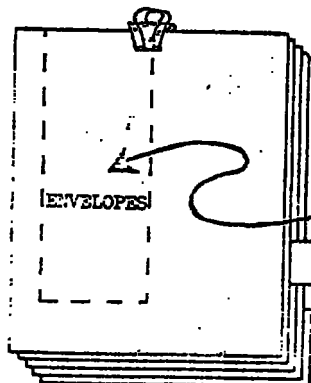
KEY: Numbers in parentheses denote sequence of arrangement of file.

 Denotes requirement only if correspondence is prepared for signature of either the DCI or DDCI.



COMPLETED ASSEMBLY

Bind with clips rather than staples.



Place envelopes vertically behind original (and courtesy copy if there is one) of outgoing correspondence.

Is this "hold back" copy part of the assembly?

Figure 22: Assembly of File Correspondence?

~~CORRESPONDENCE HANDBOOK~~

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7-93. MATERIALS FOR ASSEMBLING AND FORWARDING CORRESPONDENCE

- a. FORM 163,
REFERENCE TABS

This form is an invaluable aid to officials reviewing correspondence. It is particularly helpful when correspondence is bulky or is to be reviewed for concurrence or approval by several officials.

The diagram illustrates three reference tabs used for assembling and forwarding correspondence. Each tab is a rectangular piece of paper with a circular hole punched near the top center. The tabs are labeled as follows:

- OFFICIAL FILE COPY:** The top tab, with the text "OFFICIAL FILE COPY" printed above the hole and "FORM 163" printed vertically to the right of the hole.
- CONCUR:** The middle tab, with the text "CONCUR" printed above the hole and "FORM 163" printed vertically to the right of the hole.
- APPROVAL:** The bottom tab, with the text "APPROVAL" printed above the hole and "FORM 163" printed vertically to the right of the hole.

The tabs are shown overlapping, with the "OFFICIAL FILE COPY" tab at the top, the "CONCUR" tab in the middle, and the "APPROVAL" tab at the bottom. The text "FORM 163" is repeated on each tab.

Figure 23: Reference Tabs (actual size)
Reference tabs are designed for repeated use. They are attached with paper clips as shown. These tabs are available at Building Supply Rooms.

CORRESPONDENCE HANDBOOK

HB 70-3
1963b.2. PRIORITY TAG, FORM 160

This ¹⁶⁰form aids in expediting the routing and processing of correspondence whenever other than routine handling is required. The tag is colored, ~~red~~ size 3" x 1½", and is reusable.

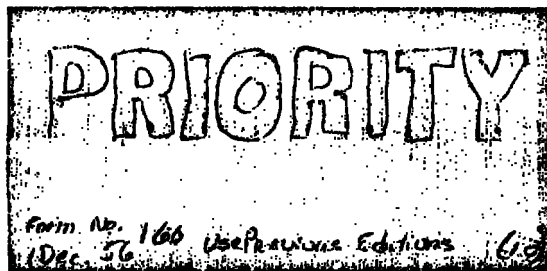
~~SAME SIZE AS SHOWN~~

Figure 24: Form No. 160, Priority Tag (actual size)

CORRESPONDENCE HANDBOOK

HB 70-3
1963C.3. **TRANSMITTAL SLIP** ^{No.} **FORM 241**

This slip is used for transmitting correspondence and other material within Headquarters when only one addressee per document is involved.

TRANSMITTAL SLIP		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

GPO : 1962 - O-438445 (47)

~~SAME SIZE AS SHOWN~~

Figure 25: Form No. 241, Transmittal Slip
(actual size)

XERO
COPYXERO
COPYXERO
COPYXERO
COPY

CORRESPONDENCE HANDBOOK

HB 70-3
1963d.f. OFFICIAL ROUTING SLIP ^{NO.} FORM 237,

Correspondence or other material routed in consecutive order to two or more ~~persons~~ parties in Headquarters is transmitted by an Official Routing Slip.

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1			
2			
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	

FORM NO. 2-61 237 Use previous editions

94

U.S. GOVERNMENT PRINTING OFFICE: 1961 O-587282

(40)

Figure 26:
Form No. 237,
Official Routing
Slip

XERO
COPYXERO
COPYXERO
COPYXERO
COPY

CORRESPONDENCE HANDBOOK

HB 70-3
1963e. b. **DOCUMENT CONTROL FORM 238**

NO.

No. 238

This six-part form is designed to provide intraoffice mail control when the volume of correspondence justifies using control measures. Generally other transmittal or routing slips are unnecessary when this form is used.

FORM NO. 238 REPLACES FORM 32-1 WHICH IS OBSOLETE
1 MAY 58 SEC. CL. ORIGIN

DOCUMENT CONTROL (12-40)

CONTROL NO.

DATE OF DOC.	DATE REC'D	DATE OUT	SUSPENSE DATE	CROSS REFERENCE OR POINT OF FILING
TO FROM SUBJ.				ROUTING
				DATE SENT
				ENCE OR FILING
				DATE SENT
				ENCE OR FILING
				DATE SENT
COURIER NO.				ANSWERED
				NO REPLY
				1
				2
				3
				4
COURIER NO.				ANSWERED
				NO REPLY
				5
				6
				7
				8
COURIER NO.				ANSWERED
				NO REPLY
				9
				10
				11
				12
COURIER NO.				ANSWERED
				NO REPLY
				13
				14
				15
				16
COURIER NO.				ANSWERED
				NO REPLY
				17
				18
				19
				20
COURIER NO.				ANSWERED
				NO REPLY
				21
				22
				23
				24
COURIER NO.				ANSWERED
				NO REPLY
				25
				26
				27
				28
COURIER NO.				ANSWERED
				NO REPLY
				29
				30
				31
				32

95

XERO COPY XERO COPY XERO COPY XERO COPY

Clearer copy needed for photography

Figure 27: Form No. 238 Document Control

CORRESPONDENCE HANDBOOK

HB 70-3
1963f.d. ROUTING AND RECORD SHEET FORM 610,

not known in advance. In such cases, The extent of review and concurrence in offices through which correspondence may pass is often indefinite. Therefore, for correspondence of more than a routine nature, provision should be made for extended routing. The Routing and Record Sheet serves this purpose, ~~in addition,~~ it provides space for added comments, and serves as a protective covering over the original.

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

ROUTING AND RECORD SHEET				
SUBJECT: (Optional)				
FROM:			NO.	
			DATE	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1.				
2.				
3.				
4.				
12.				
13.				
14.				
15.				

FORM 1 DEC 56 **610** USE PREVIOUS EDITIONS ☐ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

Figure 2.9: Form 610, Routing and Record Sheet 96

XERO COPY

XERO COPY

XERO COPY

CORRESPONDENCE HANDBOOK

HB 70-3
1963

g.7. (CONTROL AND COVER SHEET FOR TOP SECRET DOCUMENT, FORM 26)

The use of this form is mandatory. It shall be used as a cover sheet for all correspondence classified Top Secret, and to record the name of each person who sees the document. A Form 26 is prepared and attached to each copy of Top Secret correspondence transmitted within the Agency.

TOP SECRET

UNCLASSIFIED when blank — TOP SECRET when attached to Top Secret Document — Automatically downgraded to SECRET when filled in form is detached from controlled document.

CONTROL AND COVER SHEET FOR TOP SECRET DOCUMENT

DOCUMENT DESCRIPTION	REGISTRY
SOURCE	CIA CONTROL NO.
DOC. NO.	DATE DOCUMENT RECEIVED
DOC. DATE	LOGGED BY
COPY NO.	
NUMBER OF PAGES	
NUMBER OF ATTACHMENTS	

ATTENTION: This form will be placed on top of and attached to each Top Secret document received by the Central Intelligence Agency or classified Top Secret within the CIA and will remain attached to the document until such time as it is downgraded, destroyed, or transmitted outside of CIA. Access to Top Secret matter is limited to Top Secret Control personnel and those individuals whose official duties relate to the matter. Top Secret Control Officers who receive and/or release the attached Top Secret material will sign this form and indicate period of custody in the left-hand columns provided. Each individual who sees the Top Secret document will sign and indicate the date of handling in the right-hand columns.

REFERRED TO	RECEIVED			RELEASED		SEEN BY		
OFFICE	SIGNATURE	DATE	TIME	DATE	TIME	SIGNATURE	OFFICE/DIV.	DATE

NOTICE OF DETACHMENT: When this form is detached from Top Secret material it shall be completed in the appropriate spaces below and transmitted to Central Top Secret Control for record.

DOWNGRADED		DESTROYED		DISPATCHED (OUTSIDE CIA)	
TO	BY (Signature)	TO	BY (Signature)	TO	BY (Signature)
DATE	SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE
OFFICE	DATE	OFFICE	DATE	OFFICE	DATE

FORM 26 USE PREVIOUS EDITIONS.

TOP SECRET

(40)

Form 26
Control and Cover Sheet for Top Secret Document #97

XERO COPY

XERO COPY

XERO COPY

CORRESPONDENCE HANDBOOK

HB 70-3
1963h. p. COURIER RECEIPT AND LOG RECORD, FORM 240

348: Are Courier Receipts used for TS Decs? provide space for

All envelopes or packages containing material classified **CONFIDENTIAL** and above, and transmitted between buildings within or outside CIA, are customarily accounted for by Courier's Receipts. Receipts are prepared in an original and two copies. Copy 1 is inserted in window pocket, or securely attached to envelope or package without window pocket. Copies 2 and 3 contain logging information for use by originator and recipient. When log data has been added to the Courier Receipt, copy 3 shall be inserted inside the package to be delivered to the addressee. The copy 3 becomes the log record in the receiving office.

FROM		NO. C460955	
		DATE	
TO:		TYPE OF MATERIAL	
		ENVELOPE (S)	
		PACKAGE (S)	
		OTHER	
<p>ORIGINATOR: DO NOT COMPLETE THIS COPY BELOW THIS LINE. REMOVE THIS COPY IF LOG DATA IS TO BE ADDED ON COPIES 2 AND 3. INSERT ONLY THIS COPY IN THE WINDOW POCKET, OR ATTACH SECURELY TO ENVELOPE OR PACKAGE WITHOUT A WINDOW POCKET.</p>			
SIGNATURE OF RECIPIENT (NOT INITIALS)		DATE AND TIME OF RECEIPT	

COURIER'S RECEIPT

1

FORM 240
6-60USE PREVIOUS
EDITIONS

(24-25)

COURIER RECEIPT AND LOG RECORD

Figure 30: Form 240, Courier Receipt and Log Record.

Form 240a (pink) is used for transmitting Top Secret material.

XERO
COPYXERO
COPYXERO
COPY

i. Form 240a, Couriers' Classified Mail Receipt

The pink Form 240a is used for transmitting TOP SECRET material.

? Explain how these two are used!

COURIERS' CLASSIFIED MAIL RECEIPT		OFFICE		SIGNATURES		
		Symbol	Receipt No.	OF SUBSEQUENT COURIERS		PICKUP
TO	FROM	THIS DATE		1.	Date	Time
				2.		
				3.		
TYPE OF MATERIAL				4.		
<input type="checkbox"/> SEALED ENVELOPE				5.		
<input type="checkbox"/> SEALED PACKAGE				6.		
<input type="checkbox"/> LOCKED MAIL BAG				7.		
CERTIFICATION OF GOOD CONDITION				8.		
SIGNATURES CONSTITUTE CERTIFICATION THAT MATERIAL INDICATED HEREON IS RECEIVED IN GOOD CONDITION UNLESS OTHERWISE NOTED ON BACK OF THIS RECEIPT				RECEIPT		
1. SIGNATURE OF ORIGINAL COURIER		Pickup Date	Pickup Time	BY (Signature)	Date	Time

Form No. 240a Replaces Form 240a, 1 Apr 53 and 35-16A which are obsolete. 10-72280-1 GPO (25-33)

COURIERS' CLASSIFIED MAIL RECEIPT		OFFICE	
		Symbol	Receipt No.
TO	FROM	THIS DATE	
TYPE OF MATERIAL			
<input type="checkbox"/> SEALED ENVELOPE			
<input type="checkbox"/> SEALED PACKAGE			
<input type="checkbox"/> LOCKED MAIL BAG			
CERTIFICATION OF GOOD CONDITION			
SIGNATURES CONSTITUTE CERTIFICATION THAT MATERIAL INDICATED HEREON IS RECEIVED IN GOOD CONDITION UNLESS OTHERWISE NOTED ON BACK OF THIS RECEIPT			
1. SIGNATURE OF ORIGINAL COURIER		Pickup Date	Pickup Time

Form No. 240a Replaces Form 240a, 1 Apr 53 and 35-16A which are obsolete. 10-72280-1 GPO

Is it necessary to show this?

Figure 31: Form 240a, Couriers' Classified Mail Receipt

98.1

XERO COPY

XERO COPY

XERO COPY

CORRESPONDENCE HANDBOOK

HB 70-3
1963j. DOCUMENT RECEIPT, FORM 615

A Document Receipt is required for all correspondence classified **SECRET** transmitted outside CIA. Its use is optional for **SECRET** correspondence transmitted within the Agency and **CONFIDENTIAL** material forwarded outside CIA. Document Receipts are prepared in an original and one copy. The original is transmitted with the correspondence; the copy is retained by the sender until the original bearing the recipient's signature is returned. The copy is then destroyed.

CENTRAL INTELLIGENCE AGENCY DOCUMENT RECEIPT		NOTICE TO RECIPIENT Sign and Return as Shown on Reverse Side		COURIER REC. NO.	DATE SENT
SENDER OF DOCUMENT(S)		ROOM	BLDG.	DATE DOCUMENT(S) SENT	
DESCRIPTION OF DOCUMENT(S) SENT					
CIA NO.	DOCUMENT DATE	COPIES	DOCUMENT TITLE	ATTACHMENTS	CLASS
RECIPIENT					
ADDRESS OF RECIPIENT			SIGNATURE (ACKNOWLEDGING RECEIPT OF ABOVE DOCUMENT(S))		
			OFFICE	DATE OF RECEIPT	

FORM 12-61 **615** USE PREVIOUS EDITIONS (33)

Figure 32 (front): Form 615, Document Receipt

TO: CIA RECIPIENT

Place signed receipt in outgoing messenger box for return to sender of document through agency messenger service.

TO: NON-CIA RECIPIENT

Place signed receipt in envelope and transmit to:

CENTRAL INTELLIGENCE AGENCY
2430 E STREET NW.
WASHINGTON 25, D.C. Stop 64

XERO
COPY

Figure 32 (back): Form 615, Document Receipt 99

XERO
COPYXERO
COPY

CORRESPONDENCE HANDBOOK

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K.10. (POSTAGE SLIP, FORM 239, Request for

Form 239

A Postage Slip shall be completed and attached to each piece of correspondence which will require special postage or handling. Envelopes and labels which bear the penalty indicia may require additional postage for special type services. In completing the slip, indicate the type of mailing service desired, and fill in each pertinent space except the box marked "For Use by Central Mail Only." In addition, type the words "DO NOT METER" if for security reasons the postage should not be affixed by a postage meter.

NOTE: A single Postage Slip may be used to cover a group of letters if each letter in the group requires only first class postage. For such cases, type the word "various" in the addressee box on Form 239, followed by the number of addressees in parentheses. Attach a listing of these addressees.

A Postage Slip will be required when the originator of registered correspondence desires a Return Receipt Card for Registered Mail, Post Office Form 3811.

SEE INSTRUCTIONS ON REVERSE SIDE.

REQUEST FOR POSTAGE

REQUIRED SERVICES		
<input type="checkbox"/> FIRST CLASS	<input type="checkbox"/> PARCEL POST	<input type="checkbox"/> OTHER (EXPLAIN FULLY)
<input type="checkbox"/> AIR MAIL	<input type="checkbox"/> FILM OR BOOK RATE	
<input type="checkbox"/> SPECIAL DELIVERY	<input type="checkbox"/> INSURED (VALUE _____)	
<input type="checkbox"/> REGISTERED	<input type="checkbox"/> SPECIAL HANDLING	
<input type="checkbox"/> RETURN RECEIPT*	<input type="checkbox"/> DELIVER TO ADDRESSEE ONLY*	

*AVAILABLE ONLY ON REGISTERED AND INSURED MAIL

ADDRESS	CENTRAL MAIL ONLY		
	DISPATCHED		
	DATE	TIME	CLERK
ORIGINATING OFFICE	POSTAGE AFFIXED		
DATE	EXTENSION	BY	

7-32 239 Use previous editions

Figure 33: Form 239, Request for Postage

*Explanation needed
of when to use this.*

INSTRUCTIONS TO DELIVERING EMPLOYEE	
<input type="checkbox"/> Deliver ONLY to addressee	<input type="checkbox"/> Show address where delivered
<i>(Additional charges required for these services)</i>	
RECEIPT	
Received the numbered article described on other side.	
SIGNATURE OR NAME OF ADDRESSEE (must always be filled in)	
SIGNATURE OF ADDRESSEE'S AGENT, IF ANY	
DATE DELIVERED	SHOW WHERE DELIVERED (only if requested)
GPO-16-71348 3-7 GPO	

*Figure 34: ? Form
Instructions to Delivering
Employee*

*This is P.O. form
for delivery of mail
to a person in the field
12 cent postage
must be affixed
to the envelope & return
to the office*

101

XERO COPY

XERO COPY

XERO COPY